WEBCT 3.0:

GETTING STARTED TUTORIAL

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ABOUT THE TUTORIAL

The Getting Started Tutorial is an introduction to designing a course using WebCT 3.0. A course designer may be an instructor, a teaching assistant, an instructional designer, or a system administrator — anyone building a course from the designer interface of WebCT.

The Tutorial is divided into two parts:

- Part One contains introductory material and should be read before proceeding to Part Two.
- Part Two contains five Course Design Scenarios. Each Scenario is a stand-alone unit. The Scenarios can be completed in any sequence.

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PART ONE: INTRODUCTION

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MODULE 1: INTRODUCTION TO WEBCT

OVERVIEW

In this Module we provide a general overview of WebCT. You learn about

- WebCT software
- the e-Learning Hub
- e-Learning Resource Packs
- WebCT newsletters

Together, these products and services provide you with the resources to create a pedagogically effective web-based educational environment.

WEBCT SOFTWARE

WebCT software can be used to create entire courses online or to complement a classroom-based course. WebCT software resides on a server, allowing you and your students to access it via a web browser, such as Netscape or Internet Explorer. It also allows you to make changes to your course readily — from any web-accessible location — and to make these changes available to your students immediately.

You can use WebCT to

- provide course materials that include text, images, video, and audio
- evaluate students with quizzes and assignments
- facilitate learning using searchable indexes, glossaries, and image databases
- integrate web resources into your courses
- create opportunities for students to be knowledge builders
- encourage student interaction by using hyperlinks to websites, student web pages, and a note-taking tool
- communicate with students via discussions, email, real-time chat sessions, and an interactive whiteboard
- manage grades
- supply student feedback via an online gradebook, self tests, and progress tracking
- obtain data that allows you to analyze the effectiveness of your course

In the next Module, you'll learn the basics of course design, and choose a Course Design Scenario that includes some of the tools and features described above. But before you do that, let's take a look at some of the resources that WebCT offers to help you construct and maintain an effective learning environment.

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THE E-LEARNING HUB

The e-Learning Hub at www.webct.com hosts e-Learning communities in a variety of academic disciplines. Each e-Learning community provides instructors and students with expertise and resources. For example, you can find course content by searching or browsing through the communities' libraries. Each library contains an ever-growing collection of information, including images, videos, CD-ROMs, simulation exercises, glossaries, and other reference material.

WebCT Your Way is one of the online communities on the e-Learning Hub. It's a virtual meeting place for anyone who works with WebCT, including instructors, course designers, and content providers.

E-LEARNING RESOURCE PACKS

An e-Learning Resource Pack (e-Pack) is a set of customizable online course materials developed and formatted for use in WebCT. e-Packs are created by leading publishers in the education field. You can use an e-Pack as a foundation to which you can add your own resources. Alternatively, you can use an e-Pack as a stand-alone unit that provides an online component to your classroom-based course. If you'd like more information about e-Packs, see the Content Showcase on the e-Learning Hub at www.webct.com.

WEBCT NEWSLETTERS

The *WebCT Your Way* and *Online Teaching and Learning Newsletters* are electronic newsletters featuring information of interest to web-based educators.

Published twice a month, the *WYW Newsletter* addresses WebCT-specific topics, including

- Certification and Training
- Tool Tips
- WebCT Institutes
- Best Practices Case Studies

Published weekly, Murray Goldberg's *Online Teaching and Learning Newsletter* is an electronic publication written for all online educators and students. Dealing with general issues of web-based pedagogy, the *OTLNewsletter* contains

- information about upcoming conferences and reflections on past conferences
- updates on ongoing discussions on well-known listservs
- detailed reviews of websites, software, and education technology tools
- contributions from online educators who share their teaching methods and strategies
- commentaries on online teaching and learning from Murray Goldberg, President of WebCT Canada

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Both newsletters are delivered though e-mail announcements; subscription is free.

To subscribe to the *WebCT Your Way Newsletter*, send mail to requests@lists.webct.com containing only the following text: subscribe WYW-Announce

To subscribe to the *OTLNewsletter*, send mail to requests@lists.webct.com containing only the following text: subscribe OTLNews-Announce

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MODULE 2: INTRODUCTION TO THE TUTORIAL

In this Module, you

- adjust your browser settings
- learn about basic WebCT screen terminology and the *Designer Map*
- choose one of five Course Design Scenarios

ADJUSTING YOUR BROWSER SETTINGS

Before you start designing a course using WebCT, you should enable JavaScript and set the cache of your browser. The following table provides instructions for the browsers that WebCT supports.

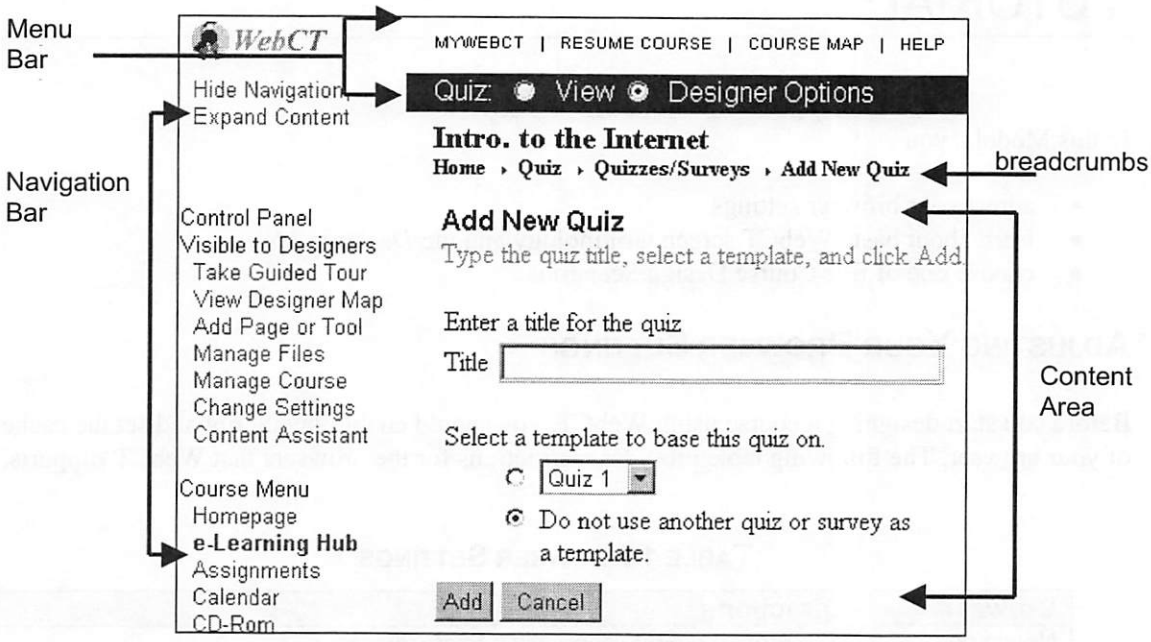
TABLE 1 BROWSER SETTINGS

Browser	Directions
Netscape Navigator 4 and Netscape Communicator 4.x	1. From the **Edit** menu, click **Preferences**. 2. Under the *Category* heading, click **Advanced**. 3. Ensure that *Enable Java*, and *Enable JavaScript* are selected 4. Expand the Advanced folder, by clicking +, and then click **Cache**. 5. Under *Document in cache is compared to document on network*, select *Every time*. 6. Click **OK**.
Internet Explorer 4+, 5+	1. From the **Tools** menu, click **Internet Options**. 2. Click the **General** tab. 3. Under *Temporary Internet Files*, click **Settings**. 4. Under *Check for newer versions of stored pages*, select *Every visit to the page*, and then click **OK**. 5. Click the **Advanced** Tab. 6. Under *Microsoft VM*, ensure that *Java console enabled and Java logging enabled* are selected. 7. Click **OK**. 8. If you selected *Java console enabled*, restart your computer.

WEBCT SCREEN TERMINOLOGY

Depending on how you've accessed the course, when you first log on you may be presented with either the course *Homepage*, or the *WebCourse Builder*, which is a tool for course creation. For the purposes of the Tutorial, we assume that you are at the course *Homepage*, and that you have not added tools, items, or content.

Take a minute to familiarize yourself with the screen elements, as we'll use this terminology throughout the Tutorial.



The *Menu Bar* contains links to *myWebCT*, *Resume Course*, *Course Map*, and *Help*. It also shows your current location and indicates whether you're in *View* or *Designer Options*. Each of these items is described below.

myWebCT	Contains links to all the courses that you are teaching, along with announcements, bookmarks, and a link to WebCT's e-Learning hub.
Resume Course	Allows students to resume their place in the *Content Module* (course content).
Course Map	Allows you and your students to see the course structure on one page. The course elements are hyperlinks, enabling you to go directly to any place in the course.
Help	Links you to context-sensitive online help.
View	Allows you to see how the course will appear to a student. On some screens, *View* only approximates what a student sees. To see the actual student view, log on to your course as a student.
Designer Options	Allows you to make modifications to tools, pages, or content.

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The *Navigation Bar* contains a *Show/Hide Navigation* toggle, a *Control Panel*, and a *Course Menu* section.

Show/Hide Navigation toggle	Allows you to hide the *Navigation Bar* and expand the *Content Area.*
Control Panel	Provides central access to course creation and management functions. It is visible only to designers.
Course Menu	Provides access to course elements. It is visible to designers and students. Note: since we haven't started building a course, the *Course Menu* section is blank.

The *breadcrumbs* list the path of screens that a user has visited.

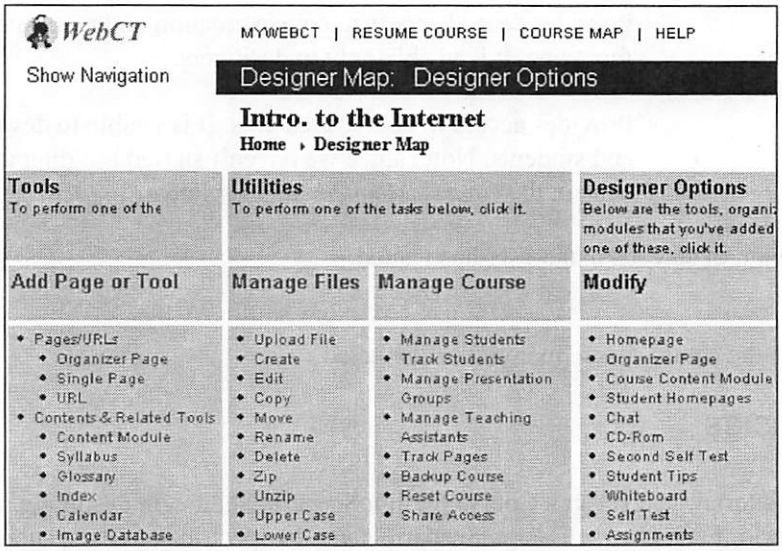
The *Content Area* is where the actual course material is displayed.

COURSE DESIGN BASICS

In the next section of the Tutorial, you select a Course Design Scenario and begin designing a course based on that Scenario. Each Course Design Scenario contains specific activities, such as adding tools or content. The general procedure for adding any element to your course is to first add the element, and then to go to the element itself and customize it for your course. For example, to add an internal email feature to your course, you first add the *Mail* tool, and then you go to *Mail* and set preferences, such as creating mail folders.

The Designer Map

The starting point for adding any item to your course is the *Designer Map*. Let's go to the *Designer Map* now. From the *Navigation Bar*, click **View Designer Map**. The *Designer Map* appears below.



Let's focus on the *Add Page Or Tool* section of the *Designer Map*. Notice how tools and pages are grouped by function. For example, *Mail* is grouped under *Communication Tools*, along with *Discussions*, *Chat*, and *Whiteboard*. Spend some time examining the *Designer Map*. You'll return to it to start the activities in each Course Design Scenario.

Now, choose a Course Design Scenario.

Description of Course Design Scenarios

Each Course Design Scenario is a stand-alone unit, containing pedagogical goals, a description of the WebCT tools used to accomplish these goals, and a series of activities that use these tools. At the conclusion of each Course Design Scenario, we suggest some related activities. You can build upon your course by experimenting with the related activities, or by completing another Course Design Scenario. For example, you might try the Basic Scenario, and then build upon it with the Communication Rich Scenario. To see a list of all the tools covered in the Tutorial, refer to the Appendix.

The Course Design Scenarios are described below. Choose the one that best meets your educational goals, or choose more than one and complete them in any sequence. After you've chosen a Scenario, go to Part Two of the Tutorial, where each Course Design Scenario is a separate module.

Your Goals	Suggested Scenario and Tools Included	Go To
You are new to using the Internet to teach. You'd like to ease yourself and your students into online learning, and you'd like to use WebCT to complement your regular classroom sessions.	**Basic** • Syllabus • Calendar	Part Two: Module 1
You want to create an arena for students to pose questions, discuss ideas, analyze information, and synthesize concepts.	**Communication Rich** • Syllabus • Discussions • Mail	Part Two: Module 2
You want to promote individual learning and provide immediate feedback so students can gauge how well they are doing.	**Evaluation** • Self Test • Quiz • Calendar	Part Two: Module 3
You want to develop a course that is rich in content. It may be a pure distance learning course, or you may want to complement your classroom-based course. Your goals include letting students work at their own pace.	**Content Resources** • Syllabus • Calendar • Content Module • Content Assistant • Goals • Glossary	Part Two: Module 4
You want to use the course as an online gradebook, so students will have online access to their grades.	**Online Gradebook** • Manage Course utility	Part Two: Module 5

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PART TWO: COURSE DESIGN SCENARIOS

MODULE 1: BASIC TOOLS

SCENARIO

You are new to using the Internet to teach. You'd like to ease yourself and your students into online learning, and you'd like to use WebCT to complement your regular classroom sessions.

Description of Tools

Syllabus	Allows you to create a customized course outline. Contains pre-defined sections such as course information and instructor information, and allows you to add custom sections.
Calendar	Allows you to post dates, and provide information about course-related events. You can include links to course content and to relevant websites.

Overview of Tools and Activities

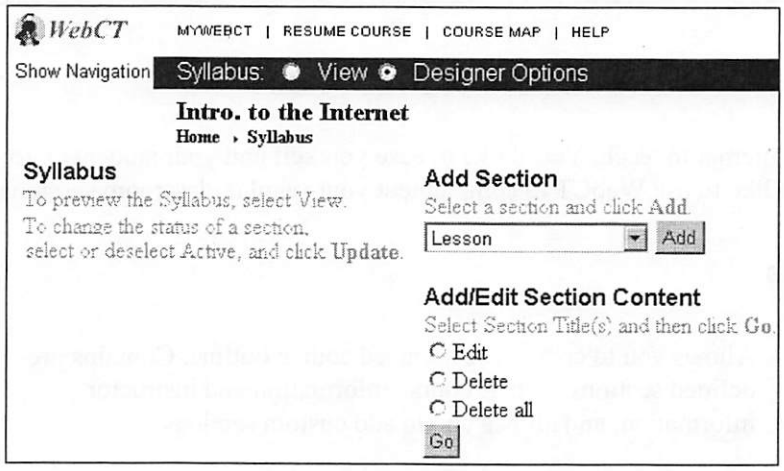
Tool	Activity
Syllabus	• add the Syllabus tool • create a basic syllabus
Calendar	• add the Calendar tool • create calendar entries • edit calendar entries

SYLLABUS ACTIVITIES

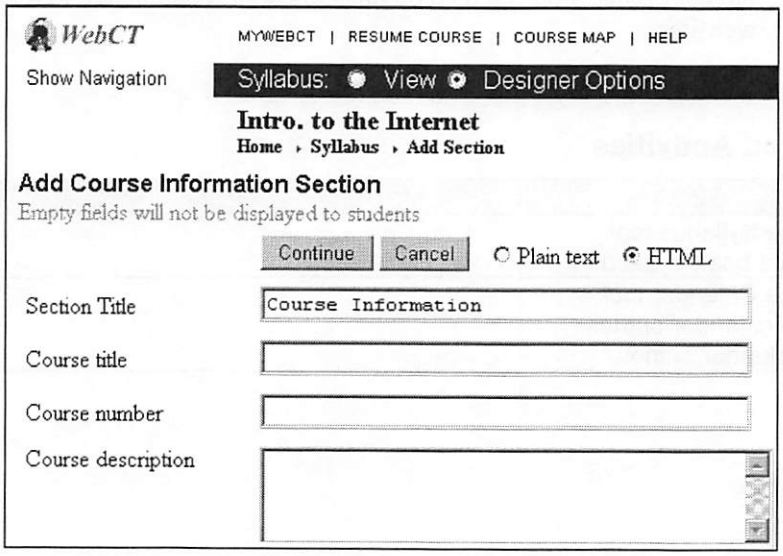
First, you'll add the *Syllabus* tool to your course, and then add sections for Course Information, Instructor Information, Goals, Policies, and Textbooks.

1. From the *Designer Map*, under *Add Page or Tool*, click **Syllabus.** The *Add Syllabus* screen appears. Here you choose a title for the syllabus, the place where the syllabus will be shown in your course, and the appearance of the syllabus link.
2. For the title of the page, type: `Syllabus`
3. Place a link to the *Syllabus*, on both the *Navigation Bar* and on the course *Homepage.*
4. Select *Link shows title*, and *Link shows icon.*
5. Select *Default icon.*
6. Click **Add**. The *Syllabus Added* screen appears.

7. Click the **Modify the Syllabus tool** hyperlink. The designer view of the *Syllabus* screen appears. Since you've entered *Syllabus* for the first time, it doesn't contain any sections.



8. Under *Add Section*, from the drop-down list, select *Course Information*, and then click **Add**. The *Add Section* screen appears.



9. Notice that you can enter information in either Plain Text or HTML. Select *HTML*. Note that you don't have to include HTML tags when you select HTML. If no tags are entered, text will have a stylesheet applied, which sets the font type and size.

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10. Type the following information:

Text box	Type
Section title	`Course Information`
Course title	`Introduction to the Internet`
Course number	`INT 2001`
Course description	`This course develops the skills necessary to exchange information electronically and will specifically examine the use of internet technologies such as web browsers, electronic mail, file transfer protocols, bulletin boards, and data communications.`
Course date	`September 15, 2000 to December 15, 2000`
Location	`Wellington Hall, Room 120`
Meeting day	`Thursdays`
Meeting time	`1:00 p.m. to 3:00 p.m.`

11. Leave the remaining text boxes empty. Empty fields aren't displayed to students.
12. Click **Continue**. The *Syllabus* screen appears. Notice that a section titled Course Information appears under the *Syllabus* heading, and that this section is *Active*. New sections are automatically made *Active*, meaning that students will see them.

Next, let's add a section for Instructor Information.

13. Under *Add Section*, from the drop-down list, select *Instructor Information*, and then click **Add**. The *Add Section* screen appears.
14. Select *HTML* format and then type the following information:

Text box	Type
Section title	`Instructor Information`
Name	`J. Smith`
Email	`jsmith@webcttutorial.com`
Office Location	`Wellington Hall, Room 550`
Office Hours	`Thursdays 3:00 p.m. to 4:30 p.m.`
Phone	`(555) 555-5555`

15. Leave the remaining fields empty. Empty fields aren't displayed to students.
16. Click **Continue**. The *Syllabus* screen appears, and the Instructor Information section has been added.

Now, let's add a section to describe the Course Goals.

17. Under *Add Section*, from the drop-down list, select *Course Goals*, and then click **Add**. The *Add Course Goals Section* screen appears.
18. Select *HTML*.
19. In the *Course Goals* text box, type: `The goal of this course is to introduce students to Internet concepts and terminology.`
20. Click **Continue**. The *Syllabus* screen appears, and the Course Goals section has been added.

Next, add a section for Policies.

21. Under *Add Section*, from the drop-down list, select *Policies*, and then click **Add**. The *Add Policies Section* screen appears.
22. Select *HTML*.
23. In the *Introduction* text box, type: `University-wide regulations apply to this course. Familiarize yourself with the Student Rules of Conduct.`
24. Click **Continue**. The *Syllabus* screen appears, and the Policies section has been added.

The last section that you'll add to the *Syllabus* will contain information about your course textbooks.

25. Under *Add Section*, from the drop-down list, select *Textbooks*, and then click **Add**. The *Add Textbooks Section* screen appears.
26. Select *HTML* and type the following information:

Text box	Type
Book title	`Internet Fundamentals`
Author	`S. Webber`
Publisher	`Book Publishing Ltd.`
Edition/Year	`2000`
ISBN	`179-179-9999`

27. Select *Required Reading*.
28. Click **Continue**. The *Syllabus* screen appears, and the Textbook section has been added.

Now, let's see how the *Syllabus* will appear to students.

29. From the *Menu Bar*, select *View*. A preview of the *Syllabus* appears.

You're finished with the Syllabus activities.

CALENDAR ACTIVITIES

Let's add the *Calendar* tool to your course.

1. From the *Designer Map*, under *Add Page or Tool*, click **Calendar**. The *Add Calendar* screen appears. Here you choose a title for the calendar, the place where the calendar will be shown in your course, and the appearance of the calendar link.
2. For the title of the page, type: `Calendar`
3. Place a link to the *Calendar*, on both the *Navigation Bar* and on the course *Homepage*.
4. Select *Link shows title*, and *Link shows icon*.
5. Select *Default icon*.
6. Click **Add**. The *Calendar Added* screen appears.

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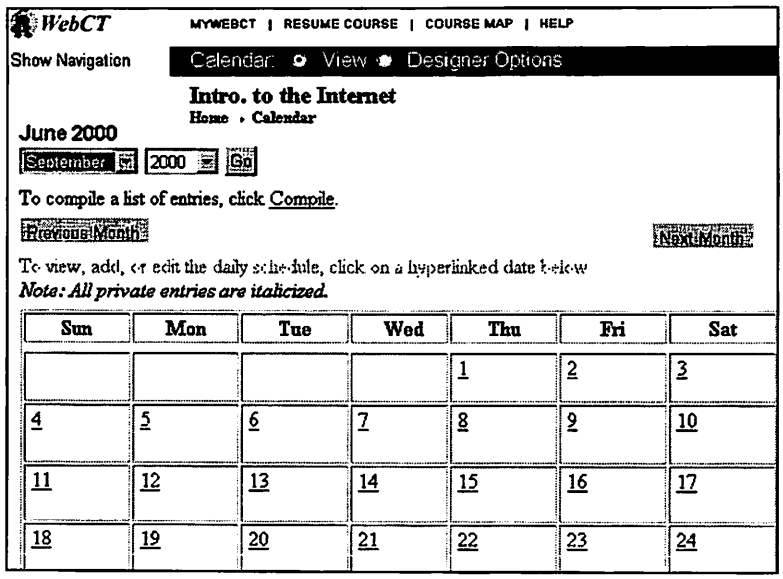
7. Click the **Modify the Calendar tool** hyperlink. The *Calendar* screen appears, showing the current month's calendar.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Calendar: View Designer Options
Intro. to the Internet
Home › Calendar
June 2000
September 2000 Go
To compile a list of entries, click Compile.
Previous Month
Next Month
To view, add, or edit the daily schedule, click on a hyperlinked date below
Note: All private entries are italicized.
Sun Mon Tue Wed Thu Fri Sat
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24

Now, you'll add two entries to the calendar, one showing the due date of the first assignment, another showing the date of the first quiz.

8. You are going to add an entry to the Calendar for September 25th, 2000. From the drop-down list, select September 2000, and then click **Go**. The *September 2000 Calendar* screen appears.
9. Click the **September 25th** hyperlink. The *View Day* screen appears.
10. Click **Add Entry**. The *Add a Calendar Entry* screen appears.
11. Type the following information:

Text box	Type
Summary	`First Assignment Due`
Detail	`Your assignment on Online Communications is due today. Late assignments will have 10% deducted from their grade for each day they are late.`

12. For *Access Level*, select *Public*. Public Access means that both you and your students can see the entry.
13. Click **Add**. The *View Day* screen appears and your entry is displayed.

Now, let's add an entry to remind students to start preparing for their first quiz.

14. Click **Add Entry**. The *Add a Calendar Entry* screen appears.
15. Change the date to October 5th, 2000.

16. Type the following information:

Text box	Type
Summary	`Quiz Preparation`
Detail	`The first quiz is next week. You should start preparing now.`

17. For *Access Level*, select *Public*.
18. Click **Add**. The *View Day* screen appears, and your entry is displayed.
19. Click the **View Month** hyperlink.

Now, let's edit the last entry to include a reminder to read Chapters 1 and 2 of the textbook.

20. Click the **October 5th, 2000** hyperlink.
21. Select the Quiz Preparation entry, and then click **Edit**.
22. Add the following information to the *Detail* text box: `You should re-read Chapters 1 and 2 of your textbook.`
23. Click **Update.**

Finally, let's see how the *Calendar* entries appear.

24. Click the **View Month** hyperlink. The Calendar appears.

You've finished the Basic Tools Scenario. You may want to try another Scenario, or expand on what you've done in this one by trying some of the activities described in the Related Activities section below. If you need some assistance, use the online help in WebCT. To access help, from the *Menu Bar*, click **Help**.

RELATED ACTIVITIES

Tool	Activity
Syllabus	• add Syllabus sections called Lesson, which describe each lesson in your course • reorganize the layout of Syllabus sections • hide some Syllabus sections from student view • add HTML tags to change the appearance of Syllabus entries
Calendar	• add private entries (visible only to you) • add HTML tags to change the appearance of entries • add links to external websites • compile and download entries • import entries

MODULE 2: COMMUNICATION RICH

SCENARIO

You want to create an arena for students to pose questions, discuss ideas, analyze information, and synthesize concepts.

Description of Tools

Syllabus	Allows you to create a customized course outline. Contains pre-defined sections such as course information and instructor information, and allows you to add custom sections.
Discussions	Allows you to create topic areas for discussion. Topics can be public or private. Messages posted to public discussions can be read and replied to by anyone in the course. Private topics are only available to a set of students and teaching assistants that you select.
Mail	Allows you, students, and teaching assistants to send private mail messages to each other.

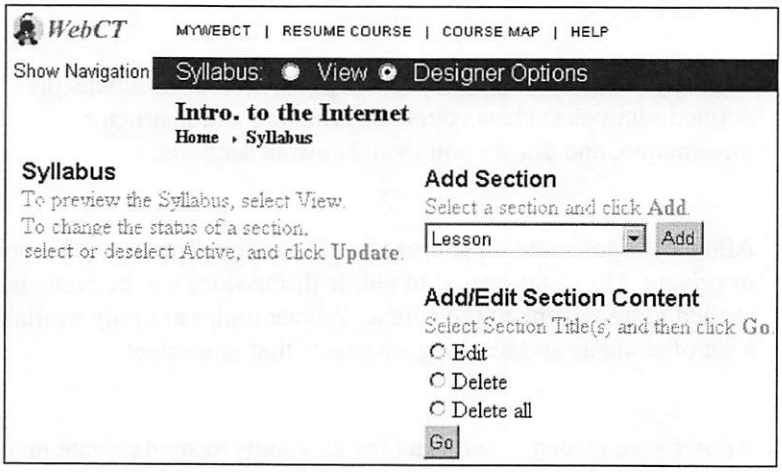
Overview of Tools and Activities

Tool	Activity
Syllabus	• add the *Syllabus* tool • create a basic syllabus
Discussion	• add the *Discussions* tool • add a discussion topic • send a discussion message • read a discussion message
Mail	• add the *Mail* tool • create a mail folder • send a mail message • read a mail message • move a mail message to a different folder

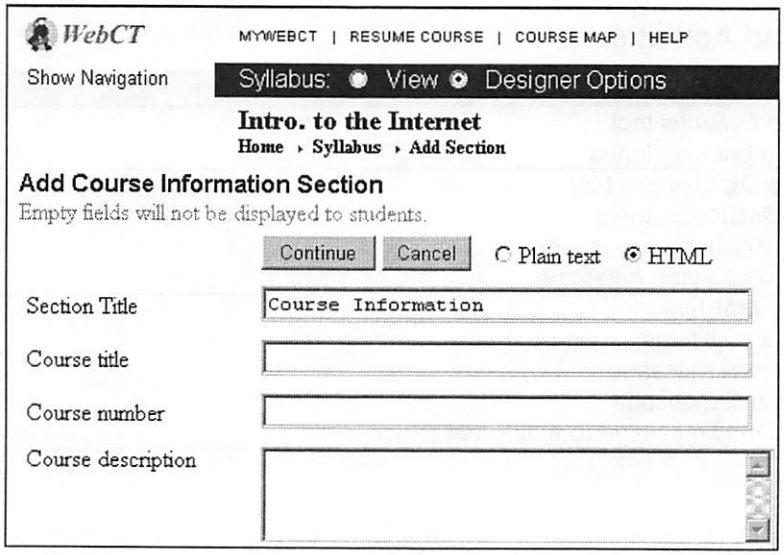
SYLLABUS ACTIVITIES

First, you'll add the *Syllabus* tool to your course, and then add sections for Course Information, Instructor Information, Goals, Policies, and Textbooks.

1. From the *Designer Map*, under *Add Page or Tool*, click **Syllabus.** The *Add Syllabus* screen appears. Here you choose a title for the syllabus, the place where the syllabus will be shown in your course, and the appearance of the syllabus link.
2. For the title of the page, type: `Syllabus`
3. Place a link to the *Syllabus*, on both the *Navigation Bar* and on the course *Homepage*.
4. Select *Link shows title*, and *Link shows icon*.
5. Select *Default icon*.
6. Click **Add**. The *Syllabus Added* screen appears.
7. Click the **Modify the Syllabus tool** hyperlink. The designer view of the *Syllabus* screen appears. Since you've entered *Syllabus* for the first time, it doesn't contain any sections.



8. Under *Add Section*, from the drop-down list, select *Course Information*, and then click **Add**. The *Add Section* screen appears.



9. Notice that you can enter information in either Plain Text or HTML. Select *HTML*. Note that you don't have to include HTML tags when you select HTML. If no tags are entered, text will have a stylesheet applied, which sets the font type and size.

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10. Type the following information:

Text box	Type
Section title	`Course Information`
Course title	`Introduction to the Internet`
Course number	`INT 2001`
Course description	`This course develops the skills necessary to exchange information electronically and will specifically examine the use of internet technologies such as web browsers, electronic mail, file transfer protocols, bulletin boards, and data communications.`
Course date	`September 15, 2000 to December 15, 2000`
Location	`Wellington Hall, Room 120`
Meeting day	`Thursdays`
Meeting time	`1:00 p.m. to 3:00 p.m.`

11. Leave the remaining text boxes empty. Empty fields aren't displayed to students.
12. Click **Continue**. The *Syllabus* screen appears. Notice that a section titled Course Information appears under the *Syllabus* heading, and that this section is *Active*. New sections are automatically made *Active*, meaning that students will see them.

Next, let's add a section for Instructor Information.

13. Under *Add Section*, from the drop-down list, select *Instructor Information*, and then click **Add**. The *Add Section* screen appears.
14. Select *HTML* format and then type the following information:

Text box	Type
Section title	`Instructor Information`
Name	`J. Smith`
Email	`jsmith@webcttutorial.com`
Office Location	`Wellington Hall, Room 550`
Office Hours	`Thursdays 3:00 p.m. to 4:30 p.m.`
Phone	`(555) 555-5555`

15. Leave the remaining fields empty. Empty fields aren't displayed to students.
16. Click **Continue**. The *Syllabus* screen appears, and the Instructor Information section has been added.

Now, let's add a section to describe the Course Goals.

17. Under *Add Section*, from the drop-down list, select *Course Goals*, and then click **Add**. The *Add Course Goals Section* screen appears.
18. Select *HTML*.
19. In the *Course Goals* text box, type: `The goal of this course is to introduce students to Internet concepts and terminology.`
20. Click **Continue**. The *Syllabus* screen appears, and the Course Goals section has been added.

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Edition/Year	`2000`
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27. Select *Required Reading*.
28. Click **Continue**. The *Syllabus* screen appears, and the Textbook section has been added.

Now, let's see how the *Syllabus* will appear to students.

29. From the *Menu Bar*, select *View*. A preview of the *Syllabus* appears.

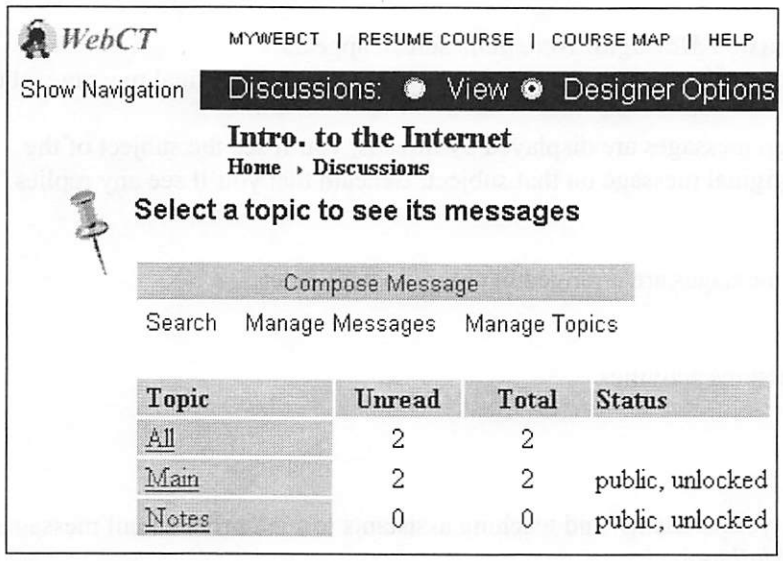
You're finished with the Syllabus activities.

DISCUSSIONS ACTIVITIES

Now, you are going to add the *Discussions* tool to your course.

1. From the *Designer Map*, under *Add Page or Tool*, click **Discussions**. The *Add Discussions* screen appears. Here you choose a title for the tool, the place where it will be shown in your course, and the appearance of the link.
2. For the title of the page, type: `Discussions`
3. Place a link to the *Discussions* tool, on both the *Navigation Bar* and on the course *Homepage*.
4. Select *Link shows title*, and *Link shows icon*.
5. Select *Default icon*.
6. Click **Add**. The *Discussions Added* screen appears.

7. Click the **Modify the Discussions tool** hyperlink. The *Discussions* screen appears. You'll notice that it contains three default topics: *All*, *Main,* and *Notes*. *All* contains all messages from all public topics; *Main* is the principal discussion area; and *Notes* contains all messages related to specific pages of content in a *Content Module*. Since the course is new, there will be no messages in any of the topics.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Discussions: View Designer Options
Intro. to the Internet
Home › Discussions
Select a topic to see its messages
Compose Message
Search Manage Messages Manage Topics
Topic Unread Total Status
All 2 2
Main 2 2 public, unlocked
Notes 0 0 public, unlocked

Now, you'll create a discussion topic on "netiquette," which is a term often used to describe Internet etiquette.

8. Click **Manage Topics**. The *Manage Topics* screen appears.
9. Select *Add,* and in the text box, type: `Netiquette`.
10. Click **Go**. You'll see the Netiquette topic added to the *Topic Settings* table.

Now, let's send a message to the Netiquette topic.

11. In the breadcrumbs, click *Discussions*. The *Discussions* table appears.
12. Click the *Netiquette* topic. The *Discussions: Netiquette* screen appears.
13. Click **Compose Message**. The *Compose Message* window appears.
14. Type the following information:

Text box	Type
Subject	`Flame`
Message	`Can someone please explain what this word means?`

15. Click **Post**. The *Discussion Messages: Netiquette* screen appears but you won't see your message yet. To see the message, click **Update the listing**.

Now, let's try replying to the message that you sent. Normally, of course, someone else would be replying to your message, but since there aren't any actual students in this Tutorial course this is the only way we can show you how messages are presented.

16. Click the hyperlink to the Flame message. The message appears. Notice how it includes the name of the person who sent the message, along with the date and time that it was sent.
17. Click **Reply**. The *Compose Message* window appears.
18. In the *Message* text box, type: `To flame means to express a strong or critical opinion. It can also mean to be insulting or inflammatory.`
19. Click **Post.** The *Discussion Messages: Netiquette* screen appears.
20. Click **Update the listing**. Your reply appears. If you don't see your original message, click **All messages**.
21. Click **Threaded**. When messages are displayed by threads, you'll see the subject of the thread, and then the original message on that subject. Beneath that you'll see any replies. Replies are indented.

Click **Unthreaded**. Your messages are arranged in chronological order.

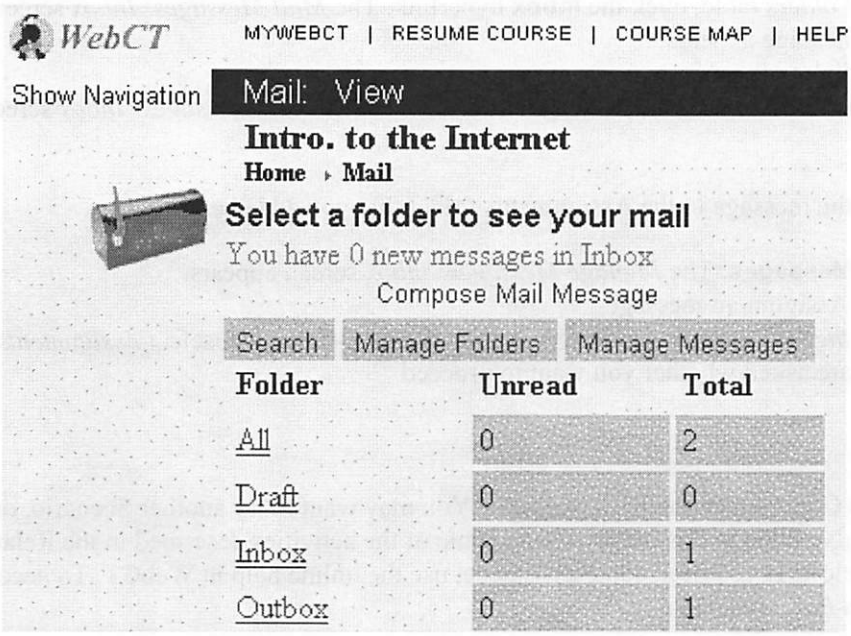
You're finished the Discussions activities.

MAIL ACTIVITIES

The *Mail* tool allows you, your students, and teaching assistants to send private mail messages to each other. Let's add the *Mail* tool.

1. From the *Designer Map*, under *Add Page or Tool*, click **Mail**. The *Add Mail* screen appears. Here you choose a title for the tool, where it will be shown in your course, and the appearance of the link.
2. For the title of the page, type: `Mail`
3. Place a link to the *Mail* tool, on both the *Navigation Bar* and on the course *Homepage*.
4. Select *Link shows title*, and *Link shows icon*.
5. Select *Default icon*.
6. Click **Add**. The *Mail Added* screen appears.

7. Click the **Modify the Mail tool** hyperlink. The *Mail* screen appears. You'll notice that it contains four default folders: *All, Draft, Inbox, Outbox.*



Now, you'll create a folder to store mail messages related to assignments.

8. Click **Manage Folders**. The *Mail: Manage Folders* screen appears.
9. Select *Add Folder*, and in the textbox, type: `Assignments` and then click **Go**. The new folder appears on the lefthand side of the screen.

Now, let's send a message about the first assignment. Normally, you would send a message to someone else in the course, but because there aren't any students in this Tutorial course, you'll send it to yourself.

10. In the breadcrumbs, click *Mail*.
11. Click **Compose Mail Message**. The *Compose Mail* window appears.
12. Click the **Browse** button that is next to the *Send to* text box. A window appears, showing the name of the course, and an entry for Instructor. **Note:** normally this window will contain a list of all the students and teaching assistants in your course. This feature allows you to select mail recipients easily.
13. Click **Instructor**, and then click **Done**. The *Send to* text box is completed.
14. In the *Subject* text box, type: `First Assignment.`
15. In the *Messages* text box, type: `If you need a bit more time, you can send me the first assignment late.`
16. Click **Send**.

Now, let's read the message.

17. From the *Mail Folders* table, click the **Inbox** hyperlink. The *Mail Messages: Inbox* screen appears. Your message appears.
18. Click the hyperlink to the message.
19. When you've finished reading the message, click **Close**. The *Mail Messages: Inbox* screen appears.

Finally, let's move the message to the Assignments folder that you added earlier.

20. Click **Manage Messages.** The *Manage Messages: Inbox* screen appears.
21. Select the First Assignment message.
22. Select *Move to the following folder*, and then from the drop-down list, select *Assignments*.
23. Click **Go**. You are asked whether you want to proceed.
24. Click **OK.**

You've finished the Communication Rich Scenario. You may want to try another Scenario, or expand on what you've done in this one by trying some of the activities described in the Related Activities section below. If you need some assistance, use the online help in WebCT. To access help, from the *Menu Bar*, click **Help**.

RELATED ACTIVITIES

Tool	Activity
Syllabus	• add Syllabus sections called Lesson, that describe each lesson in your course • reorganize the layout of Syllabus sections • hide some Syllabus sections from student view • add HTML tags to change the appearance of Syllabus entries
Discussions	• mark messages as read or unread • search messages • compile messages • download messages • rename a topic • delete a topic • create a private topic • lock a topic • allow anonymous postings to a topic • move messages to a different topic • delete messages
Mail	• mark mail messages as read or unread • search mail messages • compile mail messages • download mail messages • rename a folder • delete a folder • forward mail to an external email account (Note: depending on how your WebCT administrator has set up the course, you may not be able to forward mail.) • delete messages
Chat	• add the Chat tool

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Tool	Activity
	• send a message to everyone in the Chat room

MODULE 3: EVALUATION

SCENARIO

You want to promote individual learning and provide immediate feedback so students can gauge how well they are doing.

Description of Tools

Self Test — Allows you to create a multiple choice test that students can use to gauge their knowledge. Students receive immediate feedback on their answers, and no marks are assigned or recorded.

Quiz — Allows you to create and administer online quizzes and surveys. Quiz questions can be multiple choice, matching, calculated, short answer, and paragraph questions. All quiz questions, except paragraph questions, can be marked automatically.

Calendar — Allows you to post dates, and to provide information about course-related events. You can include links to course content and to relevant websites.

Overview of Tools and Activities

Tool	Activity
Self Test	• add the *Self Test* tool • add questions • add possible answers • set the correct answers • edit a question • view the self test as students see it
Quiz	• add the *Quiz* tool • add a quiz • add questions to the Questions Database • add questions to a quiz • edit a question in the Questions Database • allocate quiz points • specify quiz settings • view the quiz as students see it
Calendar	• add the *Calendar* tool • create calendar entries • edit calendar entries

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SELF TEST ACTIVITIES

First, add the *Self Test* tool to your course.

1. From the *Designer Map*, under *Add Page or Tool*, click **Self Test**. The *Add Self Test* screen appears. Here you choose a title for the self test, the place where the self test will be shown in your course, and the appearance of the self test link.
2. For the title of the page, type: `Self Test`
3. Place a link to the self test, on both the *Navigation Bar* and on the course *Homepage*.
4. Select *Link shows title*, and *Link shows icon*.
5. Select *Default icon*.
6. Click **Add**. The *Self Test Added* screen appears.
7. Click the **Modify the Self Test tool** hyperlink. The question and answer screen appears.

Let's add some questions.

7. Under *Add Question or Answer*, select *Add question*, and then click **Go**. The *Add Question* screen appears.
8. Under *Add Question*, in the text box, type: `What is one of the best uses of the Internet?`
9. Click **Add**. The *Self Test* screen appears with a table containing the question that you just typed.
10. Repeat steps 7 to 9, and add the following questions:

Question 2	`What is the name of the largest collection of Newsgroups?`
Question 3	`What is "email" short for?`

Now, let's add some answers for each question, and we'll also provide feedback for each answer to the students. We'll begin with the first question.

11. Under *Select a Question or Answer*, select the first question in the table.
12. Under *Add Question or Answer*, select *Add answer*, and then click **Go**. The *Add Answer* screen appears.
13. In the *Answer* text box, type: `Playing games`
14. In the *Reason* text box, type: `Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on Internet use.`
15. Click **Add**. The *Self Test* screen appears and the answer has been added to the table.
16. Repeat steps 11 to 15, adding the following answers for Question 1.

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Answer 2	`Communication`	**Reason 2**	`Correct. Check out the WebCT.com Student Resource Center Forum for more information on Internet use.`
Answer 3	`Anarchy`	**Reason 3**	`Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on Internet use.`

Now, let's add the answers and feedback for Question 2.

17. Under *Select a Question or Answer*, select the second question in the table.
18. Under *Add Question or Answer*, select *Add answer*, and then click **Go**. The *Add Answer* screen appears.
19. In the *Answer* text box, type: `Bignews`
20. In the *Reason* text box, type: `Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on Newsgroups.`
21. Click **Add.** The *Self Test* screen appears and the answer has been added to the table.
22. Repeat steps 17 to 21, adding the following answers and feedback for Question 2.

Answer 2	`Largenews`	**Reason 2**	`Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on Newsgroups.`
Answer 3	`Usenet`	**Reason 3**	`Correct. Check out the WebCT.com Student Resource Center Forum for more information on Newsgroups.`

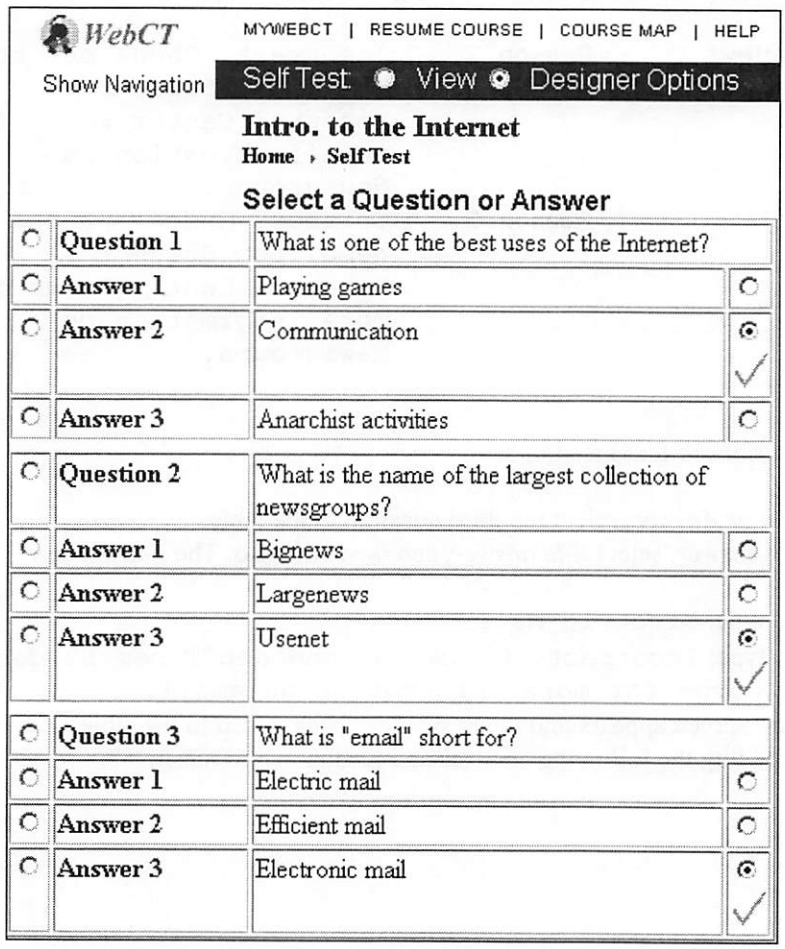
Let's add the answers and feedback for Question 3.

23. Under *Select a Question or Answer*, select the third question in the table.
24. Under *Add Question or Answer*, select *Add answer*, and then click **Go**. The *Add Answer* screen appears.
25. In the *Answer* text box, type: `Electric mail.`
26. In the *Reason* text box, type: `Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on email.`
27. Click **Add.** The *Self Test* screen appears and the answer has been added to the table.
28. Repeat steps 23 to 27, adding the following answers and feedback for Question 3.

Answer 2	Efficient mail	**Reason 2**	Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on email.
Answer 3	Electronic mail	**Reason 3**	Correct. Check out the WebCT.com Student Resource Center Forum for more information on email.

Now, set the correct answer for each question.

29. Under *Select a Question or Answer*, for Question 1, select the option button to the right of *Answer 2*.
30. For Question 2, select the option button to the right of *Answer 3*.
31. For Question 3, select the option button to the right of *Answer 3*.
32. Under *Manage Questions*, click **Set**. The table appears with check marks beside the correct answers.



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You've decided to change the way that Question 3 is worded, so let's try using the edit function.

33. Under *Select a Question or Answer*, select the option button to the left of Question 3.
34. Under *Edit Question or Answer*, select *Edit*, and then click **Go**. The *Edit Question* screen appears.
35. In the *Edit question* text box, type: `"Email" is short for what?` and then click **Update**. The table appears with the revised Question 3.

Let's see how the test will look to your students.

36. On the *Menu Bar*, select *View*. The *Multiple Choice Questions* screen appears.
37. To answer a question, click the bullet next to the answer. Notice how the bullet turns red to indicate your selection. You'll also see that when you select the correct answer a check mark appears below the questions, along with your feedback. If you select an incorrect answer an "X" appears, along with the feedback.

You've now completed the Self Test part of the Evaluation module. Let's move on to creating a quiz.

QUIZ ACTIVITIES

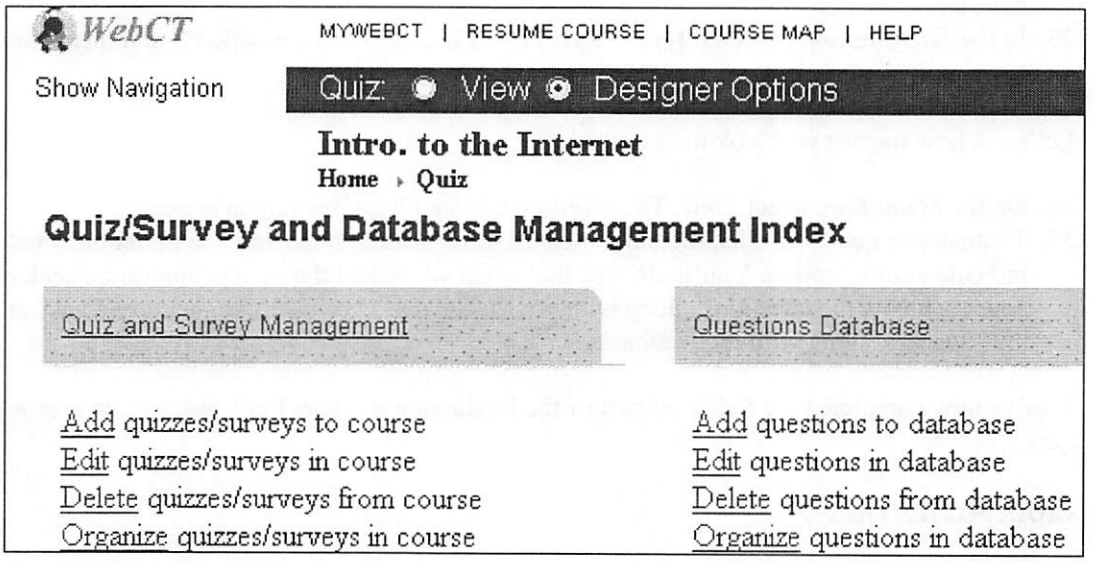
The Quiz tool consists of a *Questions Database*, which is a collection of questions that you use to construct your quiz, and the quiz itself, which is a set of questions arranged in an order and assigned a point value. Creating the *Questions Database* and the quiz involves:

- adding the *Quiz* tool
- adding a quiz
- adding questions to the *Questions Database*
- adding questions to the quiz from the *Questions Database*
- allocating quiz points
- specifying quiz settings.

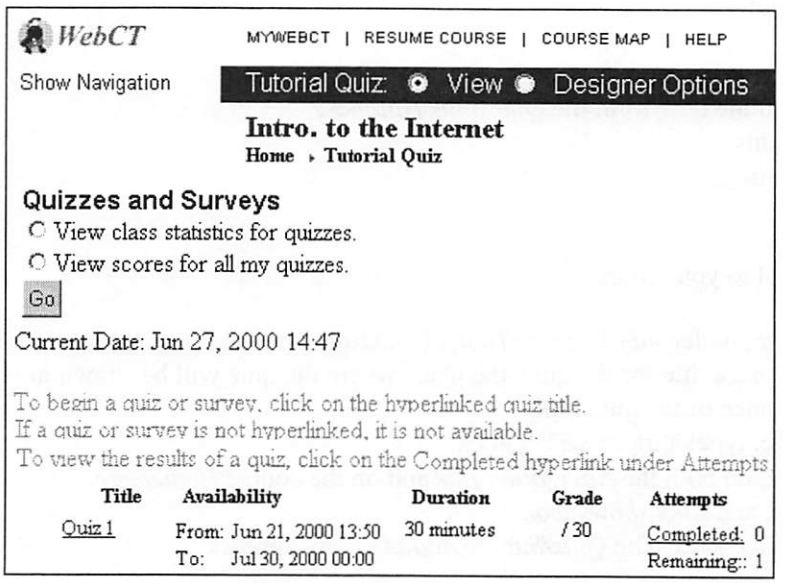
First, let's add the *Quiz* tool to your course.

1. From the *Designer Map*, under *Add Page or Tool*, click **Quiz**. The *Add Quiz/Survey* screen appears. Here you choose a title for the quiz, the place where the quiz will be shown in your course, and the appearance of the quiz link.
2. For the title of the page, type: `Tutorial Quiz`
3. Place a link to the quiz, on both the *Navigation Bar* and on the course *Homepage*.
4. Select *Link shows title*, and *Link shows icon*.
5. Select *Default icon*. Click **Add**. The *Quiz/Survey Added* screen appears.

6. Click the **Modify the Quiz/Survey tool** hyperlink. The *Quiz/Survey and Database Management* screen appears.
7. Under *Quiz and Survey Management*, click the **Add** hyperlink. The *Quiz and Survey Management* screen appears.



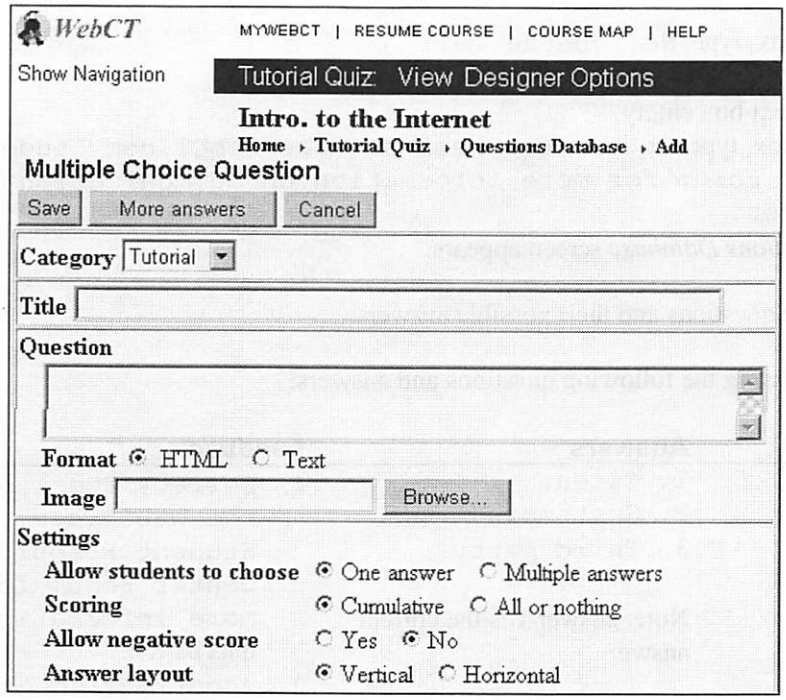
8. Under *Options*, select *Add new quiz*, and then click **Go**. The *Add New Quiz* screen appears.
9. Under *Add New Quiz*, in the *Title* text box, type: `Quiz 1`.
10. Click **Add**. The *Quiz and Survey Management* screen appears with *Quiz 1* in the quiz and survey list.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Tutorial Quiz: View Designer Options
Intro. to the Internet
Home ▸ Tutorial Quiz
Quizzes and Surveys
View class statistics for quizzes.
View scores for all my quizzes.
Go
Current Date: Jun 27, 2000 14:47
To begin a quiz or survey, click on the hyperlinked quiz title.
If a quiz or survey is not hyperlinked, it is not available.
To view the results of a quiz, click on the Completed hyperlink under Attempts
Title
Availability
Duration
Grade
Attempts
Quiz 1
From: Jun 21, 2000 13:50
To: Jul 30, 2000 00:00
30 minutes
/ 30
Completed: 0
Remaining:: 1

The next part of creating a quiz involves adding questions and answers to the *Questions Database*. You're going to add three multiple choice questions.

11. Under *Options*, click the **Questions Database** hyperlink. The *Questions Database* screen appears.

12. Under *Manage Questions*, select *Add new question to database*. The drop-down list contains the question types: Multiple Choice, Matching, Calculated, Short Answer, and Paragraph. Select *Multiple Choice.*
13. Under *Manage Questions*, click **Go**. The *Multiple Choice Questions* screen appears.



14. In the *Title* text box, type: `Quiz 1 question 1.`
15. From the *Category* drop-down list, select *Tutorial.*
16. In the *Question* text box, type: `Which development allows colors and graphics to be communicated over the Internet?`
17. The Format option allows you to select whether you'll enter information in plain text, or with HTML tags. Select *HTML.*
18. Under *Settings,* select the following information:

Text box	Select
Allow students to choose	`One answer`
Scoring	`Cumulative`
Allow negative score	`No`
Answer layout	`Vertical`

19. In the *Answer 1* text box, type: `GUI`
20. For Format, select *HTML.*
21. Leave the *Value (%)* text box empty. As there is only one correct answer for this question, all of the points will be allocated to it.
22. In the *Feedback* text box, type: `Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on communication over the Internet.`
23. In the *Answer 2* text box, type: `HTML`
24. For Format, select *HTML.*
25. Leave the *Value (%)* text box empty.

26. In the *Feedback* text box, type: `Correct. Check out the WebCT.com Student Resource Center Forum for more information on communication over the Internet.`
27. To set answer 2 as the correct answer, select the check box in the top left corner of the answer box.
28. In the *Answer 3* text box, type: `Netiquette`
29. For Format, select *HTML*.
30. Leave the *Value (%)* text box empty.
31. In the *Feedback* text box, type: `Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on communication over the Internet.`
32. Click **Save**. The *Questions Database* screen appears.

Now, you'll add two more questions and their possible answers.

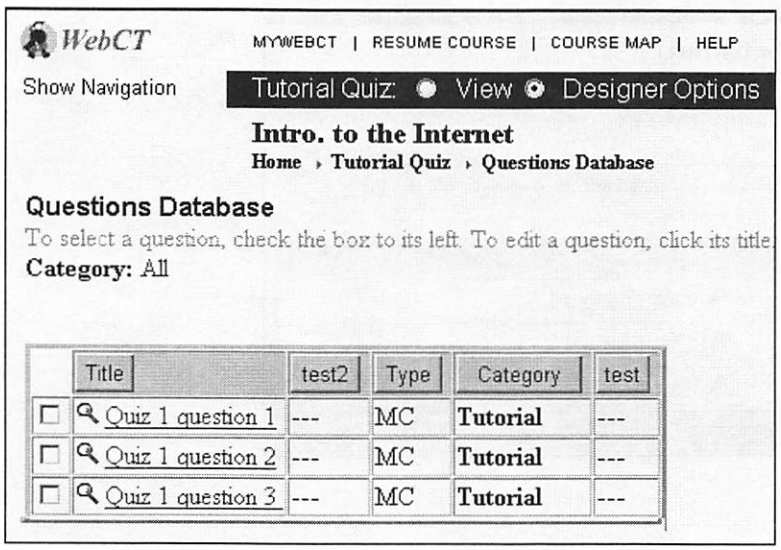
33. Repeat steps 11 to 32 using the following questions and answers:

Question 2	Answers	Feedback
What kind of software is email?	1. Client 2. Customer 3. Third party Note: answer 1 is the correct answer.	1. Correct. Check out the WebCT.com Student Resource Center Forum for more information on email. 2. Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on email. 3. Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on email.

Question 3	Answers	Feedback
What process occurs when you enter your email username and password?	1. Elimination 2. Authentication 3. Validation Note: answer 2 is the correct answer	1. Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on email security. 2. Correct. Check out the WebCT.com Student Resource Center Forum for more information on email security. 3. Incorrect. Check out the WebCT.com Student Resource Center Forum for more information on email security.

Now that you've added the questions to the *Questions Database*, you can add them to *Quiz 1*.

34. In the breadcrumbs, click *Tutorial Quiz*. The *Quiz/Survey and Database Management* screen appears.
35. Under *Quiz Editor*, click the **Add** hyperlink. The *Quiz and Survey Management* screen appears.
36. Under *Title*, click the **Quiz 1** hyperlink. The *Quiz Editor* screen appears.
37. Under *Options*, select *Add questions*, and then click **Go**. The *Questions Database* screen appears.
38. Under *Manage Categories*, select *View category*.
39. From the drop-down list, select *All categories*, and then click **Go**. The table of questions appears.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Tutorial Quiz: View Designer Options
Intro. to the Internet
Home › Tutorial Quiz › Questions Database
Questions Database
To select a question, check the box to its left. To edit a question, click its title
Category: All
Title
test2
Type
Category
test
Quiz 1 question 1 --- MC Tutorial ---
Quiz 1 question 2 --- MC Tutorial ---
Quiz 1 question 3 --- MC Tutorial ---

40. Select each of the questions that you just created.
41. Under *Manage Questions*, select *Add questions to Quiz 1*, and then click **Go**. The *Quiz Editor* screen appears with the table of questions that you selected.

Let's edit one of the questions.

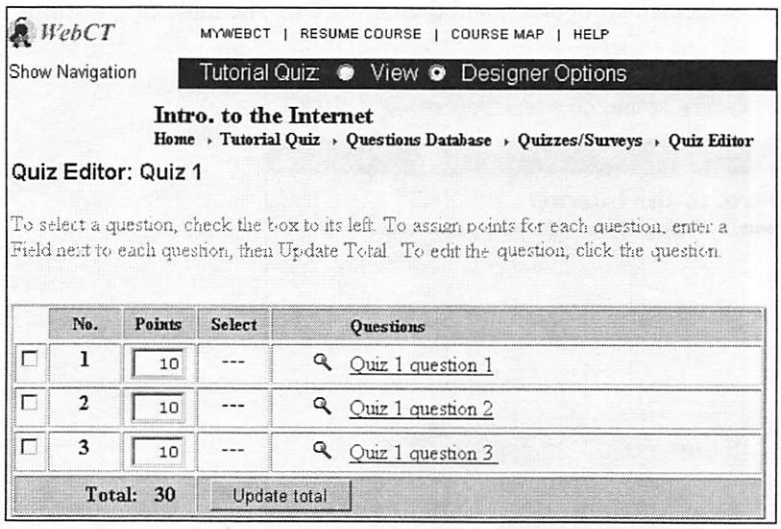
42. Under *Options*, click the **Questions Database** hyperlink. The *Questions Database* screen appears.
43. Under *Manage Categories*, select *View category*. From the drop-down list, select *All categories*.
44. Click **Go**. The table of questions appears.
45. Under *Title*, click the **Quiz 1 question 1** hyperlink. The question screen appears.
46. Change the question text to: `Colors and graphics are communicated over the Internet using?` and then click **Save**. The table of questions appears. The question has been changed in the *Questions Database* and also in Quiz 1 itself.

Now, let's allocate the points for each of the questions. The quiz is worth a total of 30 points toward the student's grade.

47. Under *Options*, click the **Quizzes/Surveys** hyperlink. The *Quiz and Survey Management* screen appears.
48. Click the **Quiz 1** hyperlink. The *Quiz Editor* screen appears.
49. Under *Points*, in the text boxes, type the number of points assigned to each question:

Question	Points
1	10
2	10
3	10

50. Click **Update total**. The points *Total* now shows 30.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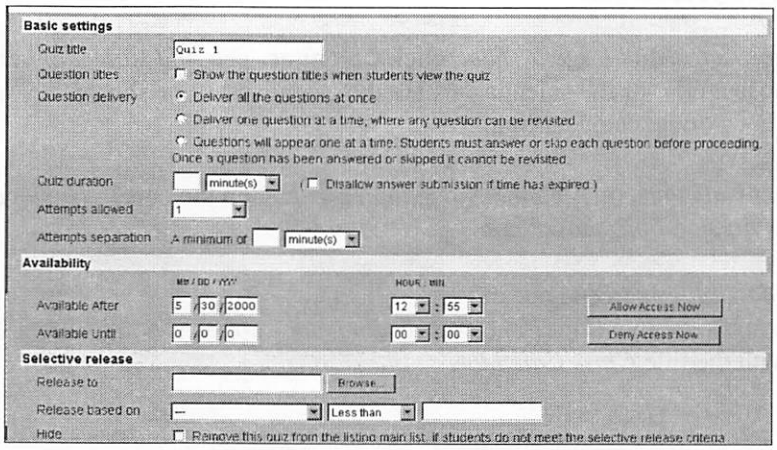
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Tutorial Quiz: View Designer Options
Intro. to the Internet
Home › Tutorial Quiz › Questions Database › Quizzes/Surveys › Quiz Editor
Quiz Editor: Quiz 1
To select a question, check the box to its left. To assign points for each question, enter a Field next to each question, then Update Total. To edit the question, click the question.
No. Points Select Questions
1 10 --- Quiz 1 question 1
2 10 --- Quiz 1 question 2
3 10 --- Quiz 1 question 3
Total: 30
Update total

Finally, you need to specify the quiz settings.

51. Under *Options*, select *Quiz settings* and then click **Go**. The *Quiz Settings* screen appears.


Basic settings
Quiz title
Quiz 1
Question titles
Show the question titles when students view the quiz
Question delivery
Deliver all the questions at once
Deliver one question at a time, where any question can be revisited
Questions will appear one at a time. Students must answer or skip each question before proceeding. Once a question has been answered or skipped it cannot be revisited
Quiz duration
minute(s)
Disallow answer submission if time has expired
Attempts allowed
1
Attempts separation
A minimum of
minute(s)
Availability
Available After
5 /30 /2000
12 : 55
Allow Access Now
Available Until
0 /0 /0
00 : 00
Deny Access Now
Selective release
Release to
Browse...
Release based on
Less than
Hide
Remove this quiz from the listing main list, if students do not meet the selective release criteria

52. Choose the Basic settings:

Setting	Enter or Select
Quiz title	Quiz 1
Question titles	Show the question titles when students view the quiz
Question delivery	Deliver all the questions at once
Quiz duration	30 minutes
Attempts allowed	1
Attempts separation	blank

53. Under *Availability*, click *Allow Access Now.* The date and time are completed for you. The quiz is available to the students immediately.
54. In the *Available Until* text boxes, type tomorrow's date.
55. Under *Results*, select *Release the score once the quiz has been submitted and all the questions have been graded.*
56. Leave all the other settings at their defaults.
57. Click **Update**. The *Quiz Editor* screen appears.

Now the quiz is ready for your students. Let's see how it looks to them.

58. On the *Menu Bar*, select *View*. The *Quizzes and Surveys* screen appears.
59. Click the **Quiz 1** hyperlink. A new browser window opens and the quiz appears as it would to a student.
60. Click **Finish**, or close the browser window.

You've now completed the Quiz part of the Evaluation module. Let's move on to the Calendar.

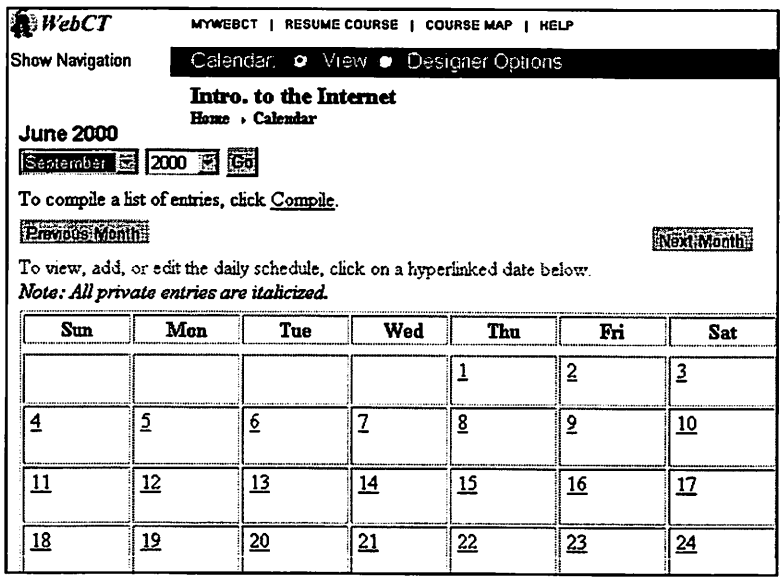
CALENDAR ACTIVITIES

Let's add the *Calendar* tool to your course.

1. From the *Designer Map*, under *Add Page or Tool*, click **Calendar**. The *Add Calendar* screen appears. Here you choose a title for the calendar, where the calendar will be shown in your course, and the appearance of the calendar link.
2. For the title of the page, type: `Class Calendar`
3. Place a link to the *Class Calendar*, on both the *Navigation Bar* and on the course *Homepage*.
4. Select both *Link shows title*and *Link shows icon*.
5. Select *Default icon*.
6. Click **Add**. The *Calendar Added* screen appears.
7. Click the **Return to Homepage** hyperlink. The course *Homepage* appears, containing a link to the Calendar tool, with the title *Class Calendar*.

Now, let's go to the *Calendar* tool, and add two entries to the calendar: one showing the due date of the first assignment, another showing the date of the first quiz.

8. Click the **Class Calendar** hyperlink. The *Calendar* screen appears, showing the current month's calendar.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Calendar: View Designer Options
Intro. to the Internet
Home › Calendar
June 2000
September 2000 Go
To compile a list of entries, click Compile.
Previous Month
Next Month
To view, add, or edit the daily schedule, click on a hyperlinked date below.
Note: All private entries are italicized.
Sun Mon Tue Wed Thu Fri Sat
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24

9. You are going to add an entry to the Calendar for September 25th, 2000. From the drop-down list, select September 2000, and then click **Go**. The *September 2000 Calendar* screen appears.
10. Click the **September 25th** hyperlink. The *View Day* screen appears.
11. Click **Add Entry**. The *Add a Calendar Entry* screen appears.
12. Type the following information:

Text box	Type
Summary	`First Assignment Due`
Detail	`Your assignment on Online Communications is due today. Late assignments will be deducted 10% per day.`

13. For *Access Level*, select *Public*. Public Access means that both you and your students can see the entry.
14. Click **Add**. The *View Day* screen appears, and your entry is displayed.

Now, let's add an entry to remind students to start preparing for their first quiz.

15. Click **Add Entry**. The *Add a Calendar Entry* screen appears.
16. Change the date to October 5th, 2000.
17. Type the following information:

Text box	Type
Summary	`Quiz Preparation`
Detail	`The first quiz is next week. You should start preparing now.`

18. For *Access Level*, select *Public*.
19. Click **Add**. The *View Day* screen appears, and your entry is displayed.
20. Click the **View Month** hyperlink.

Now, let's edit the last entry to include a reminder to read Chapters 1 and 2 of the textbook.

21. Click the **October 5th, 2000** hyperlink.
22. Select the Quiz Preparation entry, and then click **Edit**.
23. Add the following information to the *Detail* text box: `You should re-read Chapters 1 and 2 of your textbook.`
24. Click **Update.**

Finally, let's see how the *Calendar* entries appear.

25. Click the **View Month** hyperlink.

You've finished the Evaluation Scenario. You might want to try another Scenario, or expand on what you've done in this one by trying some of the activities described in the Related Activities section below. If you need some assistance, use the online help in WebCT. To access help, from the *Menu Bar*, click **Help**.

RELATED ACTIVITIES

Tool	Activity
Self test	• import self test questions • add HTML tags to format questions and answers
Quiz	• import quiz questions • add HTML tags to format quiz questions and answers • add a short answer question • add a paragraph question • add a calculated question • add a matching question • selectively release the quiz to a group of students • grade a quiz
Calendar	• add quiz and self test entries for specific dates

MODULE 4: CONTENT RESOURCES

SCENARIO

You want to develop a course that is rich in content. It may be a pure distance learning course, or you may want to use WebCT to complement your classroom-based course. Your goals include letting students work at their own pace.

Description of Tools

Syllabus	Allows you to create a customized course outline. Contains pre-defined sections such as course information and instructor information, and allows you to add custom sections.
Calendar	Allows you to post dates, and to provide information about course-related events. You can include links to course content and to relevant websites.
Content Module	Allows you to create and organize course material such as lecture notes and assignments. To assist students with their studies you can provide students with additional tools such as learning goals, references, glossary entries, and multimedia presentations, all within a Content Module.
Content Assistant	Allows you to search or browse the e-Learning communities to find content for your course.
Goals	Allows you to provide students with learning objectives for a Content Module. Goals are linked to a specific page of course content and can apply to an entire module, section, or specific page.
Glossary	Allows you to create a fully searchable glossary of terms. Students can search the glossary by keyword or partial word.

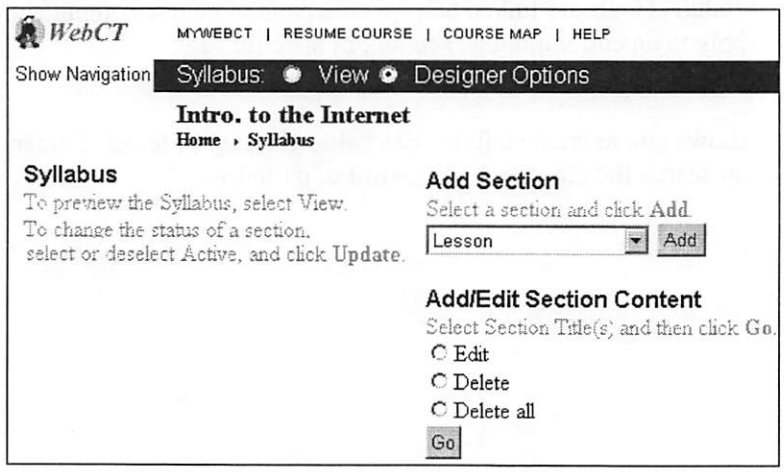
Overview of Tools and Activities

Tool	Activity
Syllabus	• add the *Syllabus* tool • create a basic syllabus
Calendar	• add the *Calendar* tool • create calendar entries • edit calendar entries
Content Module	• copy content files • add a *Content Module* tool • add headings to the Table of Contents • add pages of content
Content Assistant	• use *Content Assistant* to add content • view the content as students see it
Goals	• create learning goals for the students • view the goals as students see them
Glossary	• create glossary entries • view the glossary as students

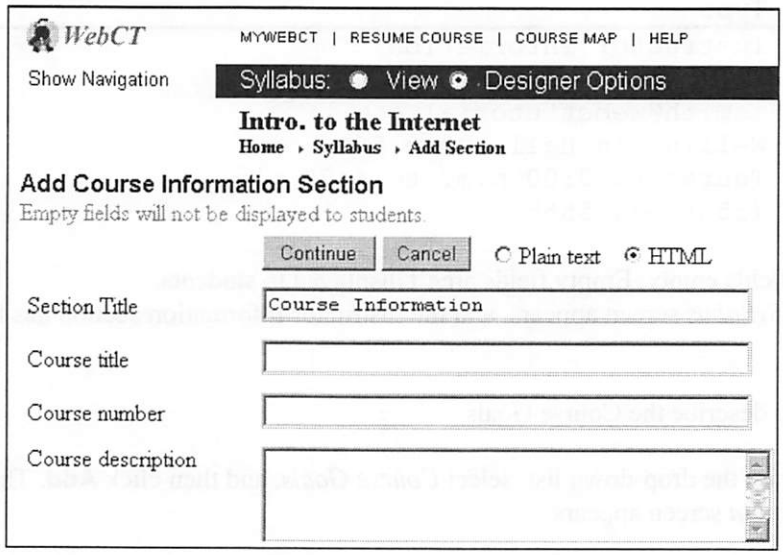
SYLLABUS ACTIVITIES

First, you'll add the *Syllabus* tool to your course, and then add sections for Course Information, Instructor Information, Goals, Policies, and Textbooks.

1. From the *Designer Map*, under *Add Page or Tool*, click **Syllabus.** The *Add Syllabus* screen appears. Here you choose a title for the syllabus, the place where the syllabus will be shown in your course, and the appearance of the syllabus link.
2. For the title of the page, type: `Syllabus`
3. Place a link to the *Syllabus*, on both the *Navigation Bar* and on the course *Homepage*.
4. Select *Link shows title*, and *Link shows icon*.
5. Select *Default icon*.
6. Click **Add**. The *Syllabus Added* screen appears.
7. Click the **Modify the Syllabus tool** hyperlink. The designer view of the *Syllabus* screen appears. Since you've entered *Syllabus* for the first time, it doesn't contain any sections.



8. Under *Add Section*, from the drop-down list, select *Course Information*, and then click **Add**. The *Add Section* screen appears.



9. Notice that you can enter information in either Plain Text or HTML. Select *HTML*. Note that you don't have to include HTML tags when you select HTML. If no tags are entered, text will have a stylesheet applied, which sets the font type and size.
10. Type the following information:

Text box	Type
Section title	`Course Information`
Course title	`Introduction to the Internet`
Course number	`INT 2001`
Course description	`This course develops the skills necessary to exchange information electronically and will specifically examine the use of internet technologies such as web browsers, electronic mail, file transfer protocols, bulletin boards, and data communications.`
Course date	`September 15, 2000 to December 15, 2000`
Location	`Wellington Hall, Room 120`
Meeting day	`Thursdays`
Meeting time	`1:00 p.m. to 3:00 p.m.`

11. Leave the remaining text boxes empty. Empty fields aren't displayed to students.
12. Click **Continue**. The *Syllabus* screen appears. Notice that a section titled Course Information appears under the *Syllabus* heading, and that this section is *Active*. New sections are automatically made *Active*, meaning that students will see them.

Next, let's add a section for Instructor Information.

13. Under *Add Section*, from the drop-down list, select *Instructor Information*, and then click **Add**. The *Add Section* screen appears.

14. Select *HTML* format and then type the following information:

Text box	Type
Section title	`Instructor Information`
Name	`J. Smith`
Email	`jsmith@webcttutorial.com`
Office Location	`Wellington Hall, Room 550`
Office Hours	`Thursdays 3:00 p.m. to 4:30 p.m.`
Phone	`(555) 555-5555`

15. Leave the remaining fields empty. Empty fields aren't displayed to students.
16. Click **Continue**. The *Syllabus* screen appears, and the Instructor Information section has been added.

Now, let's add a section to describe the Course Goals.

17. Under *Add Section*, from the drop-down list, select *Course Goals*, and then click **Add**. The *Add Course Goals Section* screen appears.
18. Select *HTML*.
19. In the *Course Goals* text box, type: `The goal of this course is to introduce students to Internet concepts and terminology.`
20. Click **Continue**. The *Syllabus* screen appears, and the Course Goals section has been added.

Next, add a section for Policies.

21. Under *Add Section*, from the drop-down list, select *Policies*, and then click **Add**. The *Add Policies Section* screen appears.
22. Select *HTML*.
23. In the *Introduction* text box, type: `University-wide regulations apply to this course. Familiarize yourself with the Student Rules of Conduct.`
24. Click **Continue**. The *Syllabus* screen appears, and the Policies section has been added.

The last section that you'll add to the *Syllabus* will contain information about your course textbooks.

25. Under *Add Section*, from the drop-down list, select *Textbooks*, and then click **Add**. The *Add Textbooks Section* screen appears.
26. Select *HTML* and type the following information:

Text box	Type
Book title	`Internet Fundamentals`
Author	`S. Webber`
Publisher	`Book Publishing Ltd.`
Edition/Year	`2000`
ISBN	`179-179-9999`

27. Select *Required Reading*.
28. Click **Continue**. The *Syllabus* screen appears, and the Textbook section has been added.

Now, let's see how the *Syllabus* will appear to students.

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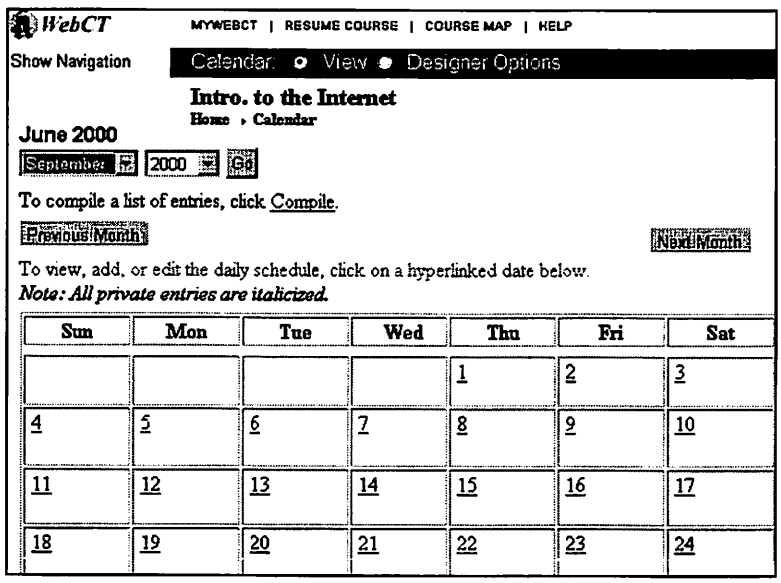
29. From the *Menu Bar*, select *View*. A preview of the *Syllabus* appears.

You're finished with the Syllabus activities.

CALENDAR ACTIVITIES

Let's add the *Calendar* tool to your course.

1. From the *Designer Map*, under *Add Page or Tool*, click **Calendar**. The *Add Calendar* screen appears. Here you choose a title for the calendar, the place where the calendar will be shown in your course, and the appearance of the calendar link.
2. For the title of the page, type: `Calendar`
3. Place a link to the *Calendar*, on both the *Navigation Bar* and on the course *Homepage*.
4. Select *Link shows title*, and *Link shows icon*.
5. Select *Default icon*.
6. Click **Add**. The *Calendar Added* screen appears.
7. Click the **Modify the Calendar tool** hyperlink. The *Calendar* screen appears, showing the current month's calendar.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Calendar: View Designer Options
Intro. to the Internet
Home › Calendar
June 2000
September 2000 Go
To compile a list of entries, click Compile.
Previous Month
Next Month
To view, add, or edit the daily schedule, click on a hyperlinked date below.
Note: All private entries are italicized.
Sun Mon Tue Wed Thu Fri Sat
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24

Now, you'll add two entries to the calendar, one showing the due date of the first assignment, another showing the date of the first quiz.

8. You are going to add an entry to the Calendar for September 25th, 2000. From the drop-down list, select September 2000, and then click **Go**. The *September 2000 Calendar* screen appears.
9. Click the **September 25th** hyperlink. The *View Day* screen appears.
10. Click **Add Entry**. The *Add a Calendar Entry* screen appears.
11. Type the following information:

Text box	Type
Summary	`First Assignment Due`
Detail	`Your assignment on Online Communications is due today. Late assignments will have 10% deducted from their grade for each day they are late.`

12. For *Access Level*, select *Public*. Public Access means that both you and your students can see the entry.
13. Click **Add**. The *View Day* screen appears and your entry is displayed.

Now, let's add an entry to remind students to start preparing for their first quiz.

14. Click **Add Entry**. The *Add a Calendar Entry* screen appears.
15. Change the date to October 5th, 2000.
16. Type the following information:

Text box	Type
Summary	`Quiz Preparation`
Detail	`The first quiz is next week. You should start preparing now.`

17. For *Access Level*, select *Public*.
18. Click **Add**. The *View Day* screen appears, and your entry is displayed.
19. Click the **View Month** hyperlink.

Now, let's edit the last entry to include a reminder to read Chapters 1 and 2 of the textbook.

20. Click the **October 5th, 2000** hyperlink.
21. Select the Quiz Preparation entry, and then click **Edit**.
22. Add the following information to the *Detail* text box: `You should re-read Chapters 1 and 2 of your textbook.`
23. Click **Update.**

Finally, let's see how the *Calendar* entries appear.

CONTENT MODULE ACTIVITIES

A Content Module is an area where you can place course material such as lecture notes and assignments. You organize the material within a Table of Contents. This allows students to see — at a glance — what the course covers. It also serves as a guide to the sequence in which the material should be studied.

Within a Content Module, you can provide additional tools to assist students with their studies. For example, you can use the *Goals* tool to provide learning goals for specific components of the course. The tools are available to students through the *Action Menu*, which appears at the top of each page of content.

Creating a Content Module involves:

- creating and/or uploading content, using WebCT utilities
- adding the *Content Module* tool
- creating a *Table of Contents*
- adding the content files to the *Content Module*

Let's copy the three files of course material that we've provided for the Tutorial. Note that you would normally upload or create your own content files.

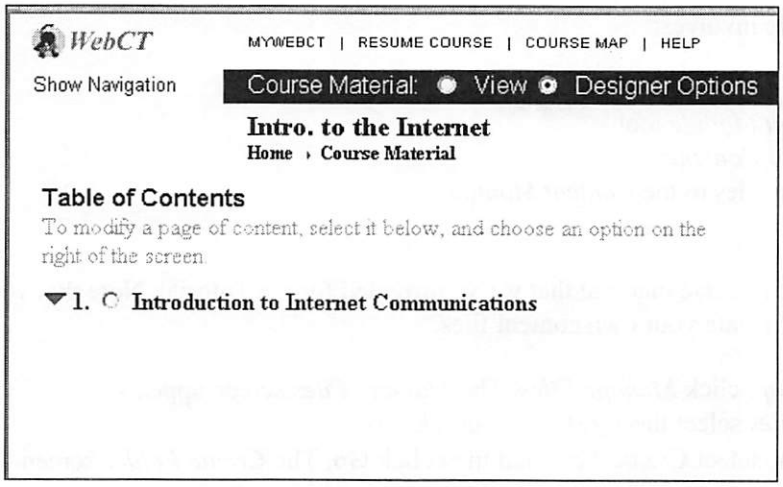
1. From the *Designer Map*, click *Manage Files*. The *Manage Files* screen appears.
2. Under *Folders and Files* select the `My-Files` check box.
3. Under *Folder Options*, select *Create New*, and then click **Go**. The *Create Folder* screen appears.
4. In the *Create a folder named* text box, type: `tutorial` and then click **Create**. The *Manage Files* screen appears.
5. Click the **Permanent WebCT Files** hyperlink. The *Permanent WebCT Files* subfolders appear.
6. Click the **tutorial** folder hyperlink. You'll see three HTML files: `discuss.html`, `email.html` and `intro.html`.
7. Select the check boxes for each of these files.
8. Under *File Options*, from the drop-down list, select *Copy* and then click **Go**. The *Copy Files* screen appears.
9. Under *Copy the selected files to,* select *tutorial*, and then click **Copy**. The *Manage Files* screen appears. The tutorial files are now in the *My-Files/tutorial* folder.

Now, let's add the *Content Module* tool.

1. From the *Navigation Bar*, click *View Designer Map*. The *Designer Map* appears.
2. From the *Designer Map*, under *Add Page or Tool*, click **Content Module**. The *Add Content Module* screen appears. Here you choose a title for the content module, the place where the content module will be shown in your course, and the appearance of the content module link.
3. For the title of the page, type: `Course Material`
4. Place a link to the content module, on both the *Navigation Bar* and on the course *Homepage*.
5. Select *Link shows title*, and *Link shows icon.*
6. Select *Default icon.*
7. Click **Add**. The *Content Module Added* screen appears.
8. Click the **Add Content to this Content Module** hyperlink. A blank *Table of Contents* screen appears.

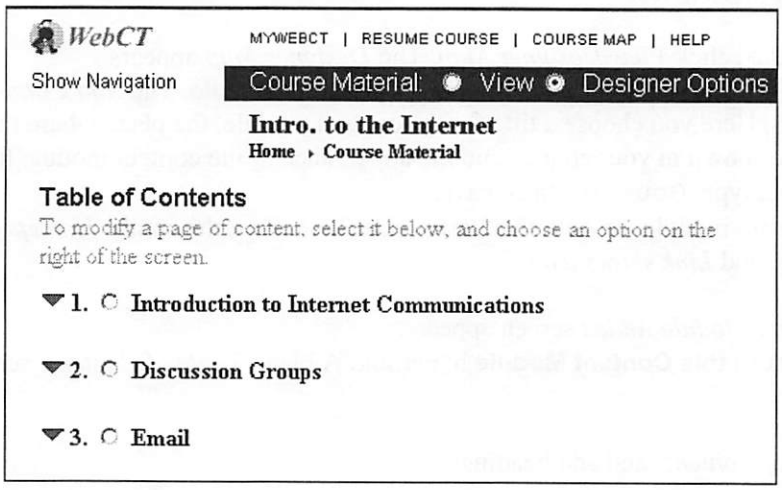
Now, let's create a *Table of Contents* and add headings.

9. Under *Add or Delete Items*, select *Add heading* and then click **Go**. The *Add Heading* screen appears.
10. In the *Title* text box type: `Introduction to Internet Communications`, and then click **Add**. The *Table of Contents* appears with the heading added.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Course Material: View Designer Options
Intro. to the Internet
Home › Course Material
Table of Contents
To modify a page of content, select it below, and choose an option on the right of the screen.
1. Introduction to Internet Communications

Now let's add the other two headings.

11. Under *Table of Contents*, select *Introduction to Internet Communications*.
12. Under *Add or Delete Items*, select *Add heading* and then click **Go**. The *Add Heading* screen appears.
13. In the *Title* text box, type: `Discussion Groups`, and then click **Add**. The *Table of Contents* now has two headings.
14. Under *Table of Contents*, select *Discussion Groups*.
15. Under *Add or Delete Items*, select *Add heading* and then click **Go**. The *Add Heading* screen appears.
16. In the *Title* text box, type: `Email`, and then click **Add**. You'll see that the *Table of Contents* now contains the three headings.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Course Material: View Designer Options
Intro. to the Internet
Home › Course Material
Table of Contents
To modify a page of content, select it below, and choose an option on the right of the screen.
1. Introduction to Internet Communications
2. Discussion Groups
3. Email

Now you can add the actual pages of content under the appropriate headings.

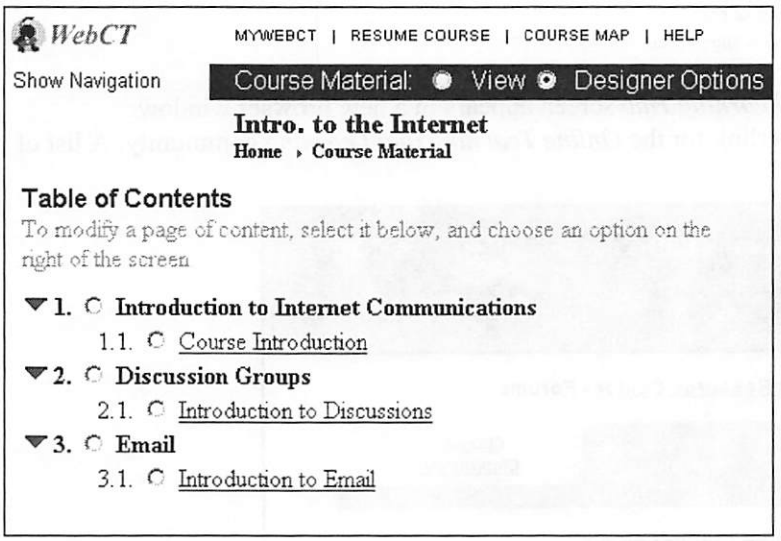
17. Under *Table of Contents*, select *Introduction to Internet Communications*. The content will be inserted beneath this heading.
18. Under *Add or Delete* Items, select *Add File* and then click **Go**. The *Add File* screen appears.
19. Click **Browse**. The *WebCT Browser* opens in a new window.
20. Scroll down to the *tutorial* folder, under *My-Files*.

21. To expand the contents of the folder, click the **tutorial** folder name hyperlink.
22. Select the `intro.html` file, and then click **Pick**. The *WebCT Browser* window closes, and the `intro.html` filename is inserted into the *Filename* text box in the *Add File* screen.
23. Click **Add**. The *Table of Contents* appears. Notice that the *Course Introduction* page has been added as a hyperlink.
24. Repeat steps 18 to 23 to add the other two pages of content under the appropriate headings.

Under Heading	Add file
Discussion groups	`discuss.html`
Email	`email.html`

The *Table of Contents* now contains all of the headings and links to the pages of content. Let's change the look of the *Table of Contents* by indenting the hyperlinked headings.

25. Under *Table of Contents*, select *Course Introduction*.
26. Under *Reorganize Table of Contents*, select *Indent item*.
27. From the drop-down list, select *More*, and then click **Go**. The *Table of Contents* appears with *Course introduction* indented beneath *Introduction to Internet Communications*.
28. Repeat steps 25 to 27 to indent *Introduction to Discussions*, and *Introduction to Email*.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Course Material: View Designer Options
Intro. to the Internet
Home › Course Material
Table of Contents
To modify a page of content, select it below, and choose an option on the right of the screen
1. Introduction to Internet Communications
1.1. Course Introduction
2. Discussion Groups
2.1. Introduction to Discussions
3. Email
3.1. Introduction to Email

Let's look at *Course Material* as students see it.

29. In the breadcrumbs, click *Home.*
30. Click the **Course Material** hyperlink. The *Table of Contents* appears.
31. Click the **Course Introduction** hyperlink. The *Internet Communications* screen appears.

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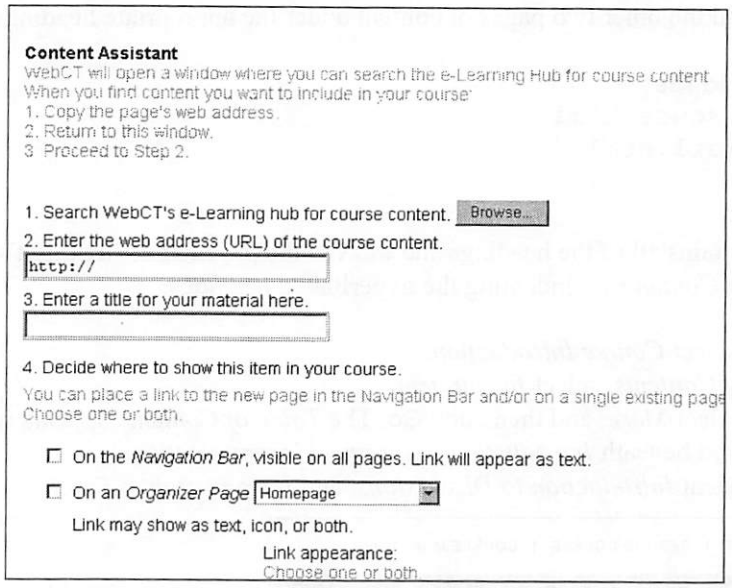
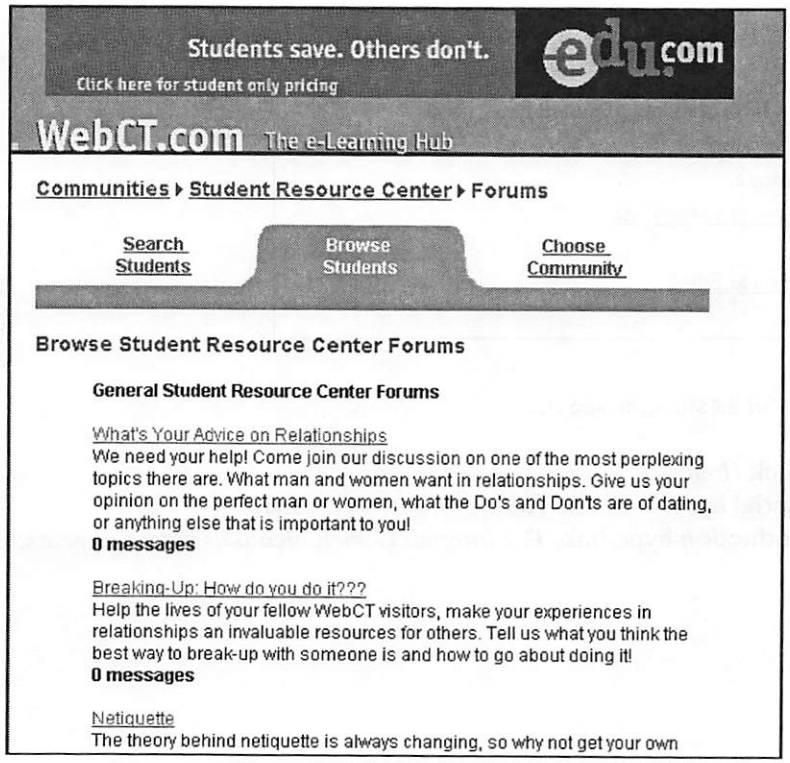
Now that you've added course content from your own HTML files, let's try using *Content Assistant* as another way of adding content. *Content Assistant* allows you to browse the communities on the e-Learning Hub.

32. From the *Navigation Bar*, click *Content Assistant*. The *Content Assistant* screen appears.


Content Assistant
WebCT will open a window where you can search the e-Learning Hub for course content.
When you find content you want to include in your course:
1. Copy the page's web address.
2. Return to this window.
3. Proceed to Step 2.
1. Search WebCT's e-Learning hub for course content.
Browse...
2. Enter the web address (URL) of the course content.
http://
3. Enter a title for your material here.
4. Decide where to show this item in your course.
You can place a link to the new page in the Navigation Bar and/or on a single existing page.
Choose one or both.
On the Navigation Bar, visible on all pages. Link will appear as text.
On an Organizer Page
Homepage
Link may show as text, icon, or both.
Link appearance:
Choose one or both

33. Click **Browse**. The *e-Learning Hub* screen appears in a new browser window.
34. Click the **Browse** hyperlink for the *Online Teaching and Learning* community. A list of items appears.


Students save. Others don't.
edu.com
Click here for student only pricing
WebCT.com The e-Learning Hub
Communities ▸ Student Resource Center ▸ Forums
Search Students
Browse Students
Choose Community
Browse Student Resource Center Forums
General Student Resource Center Forums
What's Your Advice on Relationships
We need your help! Come join our discussion on one of the most perplexing topics there are. What man and women want in relationships. Give us your opinion on the perfect man or women, what the Do's and Don'ts are of dating, or anything else that is important to you!
0 messages
Breaking-Up: How do you do it???
Help the lives of your fellow WebCT visitors, make your experiences in relationships an invaluable resources for others. Tell us what you think the best way to break-up with someone is and how to go about doing it!
0 messages
Netiquette
The theory behind netiquette is always changing, so why not get your own

35. Click the hyperlink of any item in the list. The content of the item appears.

36. Using the browser *Edit* and *Copy* commands, copy the URL of the page, and then close the browser window. You are returned to the *Content Assistant* screen.
37. Using the browser *Edit* and *Paste* commands, paste the URL of the content page into the *web address* text box.
38. In the *title* text box, type: `Internet article`.
39. Place a link to the *Internet article* on both the *Navigation Bar* and on the course *Homepage*.
40. Select *Link shows title*, and *Link shows icon*.
41. Select *Default icon*.
42. Click **Add**. The *Content Assistant Added* screen appears.
43. Click the **Return to Homepage** hyperlink. The *Internet article* appears on your course *Homepage* and *Navigation Bar*.
44. To view the article, click the **Internet article** hyperlink.

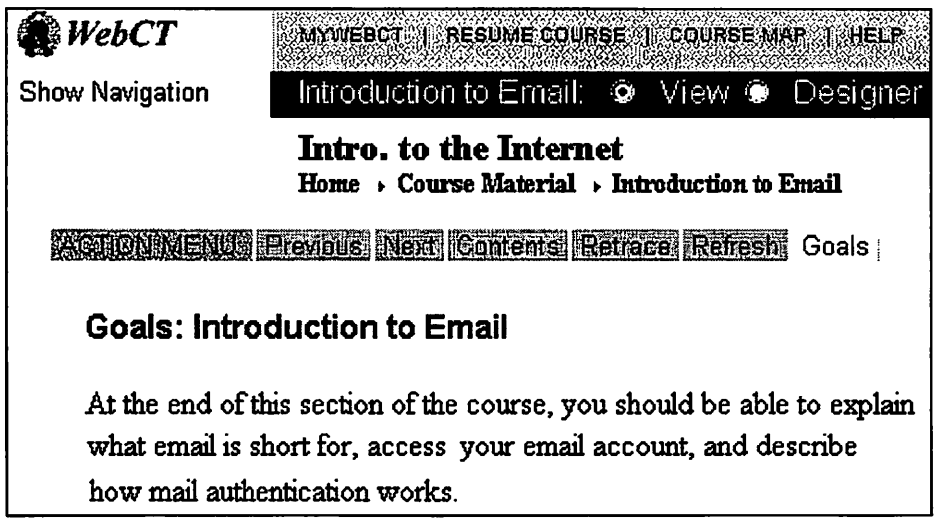
GOALS ACTIVITES

Now, let's set some learning goals for your students by adding the *Goals* tool to a page of content. We'll begin by setting some goals for the *Introduction to Email* page.

45. Click the **Course Materials** hyperlink. The *Table of Contents* screen appears.
46. On the *Menu Bar*, select *Designer Options*. The *Designer Options* screen appears.
47. Click the **Introduction to email** hyperlink. The *Main Options* screen appears.
48. Under *Main Options*, select *Goals* and then click **Go**. The *Goals for Page of Content* screen appears.
49. In the text box, type: `At the end of this section of the course you should be able to explain what email is short for, access your email account, and describe how mail authentication works.`
50. Click **Update**. The *Main Options* screen appears.

Before we go any further, let's see how the goals will appear to students.

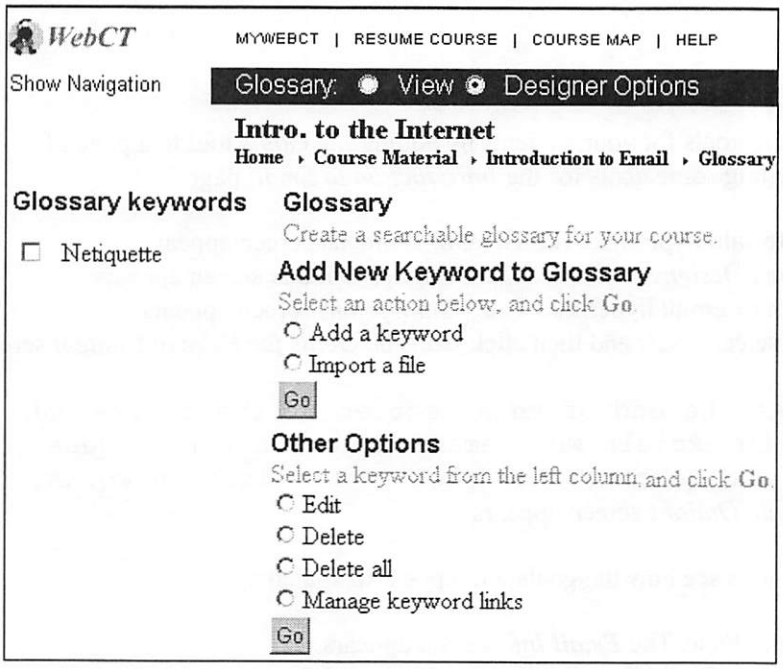
51. On the *Menu Bar*, select *View*. The *Email Info* screen appears.
52. On the *Action Menu*, click *Goals*. The *Goals: Introduction to Email* screen appears.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Introduction to Email: View Designer
Intro. to the Internet
Home ▸ Course Material ▸ Introduction to Email
ACTION MENU Previous Next Contents Retrace Refresh Goals
Goals: Introduction to Email
At the end of this section of the course, you should be able to explain what email is short for, access your email account, and describe how mail authentication works.

GLOSSARY ACTIVITIES

Now, let's add some glossary items.

53. On the *Menu Bar*, select *Designer Options*. The *Main Options* screen appears.
54. Under *Main Options*, select *Glossary*, and then click **Go**. The *Glossary* screen appears.
55. Under *Add New Keyword to Glossary*, select *Add a keyword*, and then click **Go**. The *Add a Keyword* screen appears.
56. In the *Keyword* text box, type: `Netiquette`.
57. In the *Definition* text box, type: `The proper etiquette to be used while communicating online`, and then click **Add**. The *Glossary* screen appears with Netiquette in the list of *Glossary keywords*.



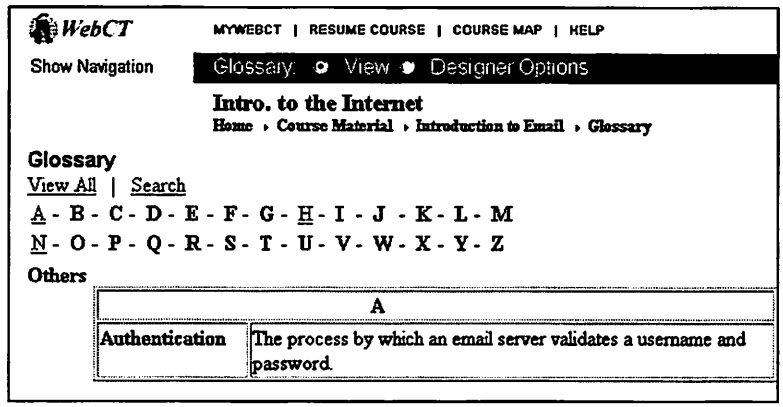
58. Repeat steps 54 to 57 to add the following entry:

Keyword	Definition
`Authentication`	`The process by which an email server validates a username and password.`

Let's take a look at the glossary entries.

59. On the *Menu Bar*, select *View*. The *Glossary* screen appears. You'll notice that the letters *A* and *N* are hyperlinked, indicating that there are entries associated with these letters.

60. Click the **A** hyperlink. The *Authentication* entry appears.


WebCT
MYWEBCT | RESUME COURSE | COURSE MAP | HELP
Show Navigation
Glossary View Designer Options
Intro. to the Internet
Home › Course Material › Introduction to Email › Glossary
Glossary
View All | Search
A - B - C - D - E - F - G - H - I - J - K - L - M
N - O - P - Q - R - S - T - U - V - W - X - Y - Z
Others
A
Authentication
The process by which an email server validates a username and password.

61. Click the **N** hyperlink. The *Netiquette* entry appears.

Now that you have created your course material, make it available to your students.

62. Click the *Course Material* breadcrumb. The *Table of Contents* screen appears.
63. Click the **Update Student View** hyperlink. The *Update Student View of Content Pages* screen appears.
64. Select *Update entire course*, and then click **Update**. The *Update Student View Report* screen appears.
65. Click the **Content Module** hyperlink. The *Table of Contents* screen appears.

You've finished the Content Resources Scenario. You may want to try another Scenario, or expand on what you've done in this one by trying some of the activities described in the Related Activities section below. If you need some assistance, use the online help in WebCT. To access help, from the *Menu Bar*, click **Help**.

RELATED ACTIVITIES

Tool	Activity
Syllabus	• add Syllabus sections called Lesson, which describe each lesson in your course • reorganize the layout of Syllabus sections • hide some Syllabus sections from student view • add HTML tags to change the appearance of Syllabus entries
Calendar	• add private entries (visible only to you) • add HTML tags to change the appearance of entries • add links to external websites • compile and download entries • import entries
Content Module	• upload content files • create a content file in WebCT using HTML • edit a content file • add a quiz to the Action Menu • add a link to the Action Menu • reorganize the Table of Contents • add an index to a page of content • add an audio clip to a page of content • add a self test to a page of content • add a quiz to a page of content • import glossary entries • edit glossary entries • delete glossary entries • download glossary entries • link glossary entries to a page of content • link glossary definitions to other glossary entries • link to content and discussions in the e-Learning Communities
Content Assistant	• search or browse the other e-Learning Communities

MODULE 5: ONLINE GRADEBOOK

Note about this Module

To complete this Module, you need to add students to your course. The instructions assume that you are working on WebCT's free trial server, which contains a database of fictitious students that you import into your free trial course.

If you want to complete this Module, but do not want to use WebCT's free trial server, contact your system administrator for permission to add students to your course.

SCENARIO

You want to use WebCT to create an online gradebook, so that both you and your students will have online access to grades.

Overview

Creating an online gradebook involves:

- adding students to your course by querying the global database
- adding columns to the student table for entering and calculating grades
- entering grades
- entering a formula to calculate the final grades
- setting column attributes to release information to students
- adding the *My Grades* tool, which allows students to view their own grades

To complete these tasks, you'll be using *Manage Students.* Since *Manage Students* is a utility, you don't need to add it to your course.

ONLINE GRADEBOOK ACTIVITIES

Let's start by querying the global database to add students to your course, Introduction to the Internet. Its registered course name is INT2001.

1. From the *Navigation Bar*, click **Manage Course.** The *Manage Course* screen appears.
2. Click the **Manage Students** hyperlink. The *Manage Students* screen appears.
3. Under the *Manage Students* heading, from the drop-down list, select *Add new students*, and then click **Go.** The *Add Students* screen appears.

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4. Under the *Import from Global Database* heading, in the *Registered Course* text box, type `INT2001`, and then click **Select**. A list of student records appears.

	First Name	Last Name	WebCT ID
☑	Bootsy	Collins	bcollins
☑	Maceo	Parker	mparker
☑	George	Clinton	gclinton
☑	Fred	Wesley	fwesley
☑	Bernie	Worrell	bworrell

5. Click **Select**. The *Manage Students* screen appears containing a table with the new students. Notice that the table contains three columns: First Name, Last Name, and WebCT ID. To enter and manage grades, you need to create additional columns.

The final grade for your course will be based on attendance, two assignments, and an exam. Let's add grading columns for each of these categories.

6. Under the *Advanced Options* heading, from the drop-down list, select *Modify columns* and then click **Go**. The *Columns* screen appears.
7. Under the *Modify Columns* heading, select *Add Column* and then click **Go**. The *Add Column* screen appears.
8. In the *Label* text box, type: `Attendance`.
9. Since the data stored in this field will be a number, from the *Type* drop-down list, select *Numeric*.
10. Click **Add**. Notice that the Attendance column appears on the righthand side of the table.

Select:	☐	☐	☐	☐
Label:	First Name	Last Name	User ID	Attendance
Type:	A	A	A	N
Alignment:	Center	Center	Center	Right
Hidden:	No	No	No	No
Released:	No	No	No	No
Statistics:	---	---	---	None
Decimals:	---	---	---	All
Account Creation:	Required	Required	Required	Not Shown

11. Repeat steps 6 to 10 to add three more numeric columns. Label them `Assignment 1`, `Assignment 2`, and `Exam`.

Next, let's add a column to calculate the final grade for the course.

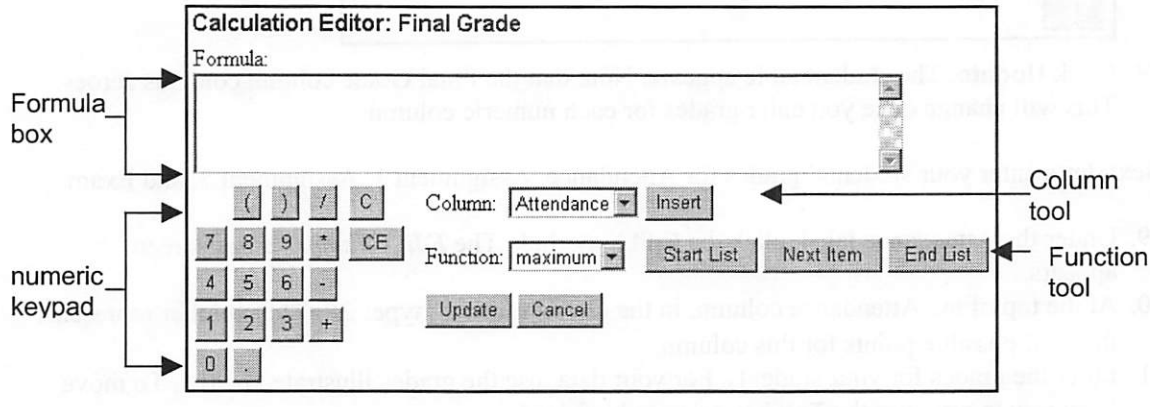
12. Under the *Modify Columns* heading, select *Add Column* and then click **Go**. The *Add Column* screen appears.
13. In the *Label* text box, type: `Final Grade`.

14. From the *Type* drop-down list, select *Calculated*, and then click **Add**. The table appears with the Final Grade column added.

Now, let's enter the formula to calculate the grades. Here's the grading scheme for your course:

Category	Value
Attendance	30% of the final grade. There are 28 classes. Students earn one point for every class they attend, for a total of 28 points.
Assignment 1 **Assignment 2**	30% of the final grade. Each assignment is worth 20 points, but only one assignment counts toward the final grade. The lower score will be dropped.
Exam	40% of the final grade. The exam is worth 100 points.

15. Click the **Return to Manage Students** hyperlink. The student table appears with the new columns.
16. In the student table, under the Final Grade label, click the **Formula** hyperlink. The *Calculation Editor* appears. It consists of four sections: the *Formula* box, the numeric keypad, the *Column* tool, and the *Function* tool.



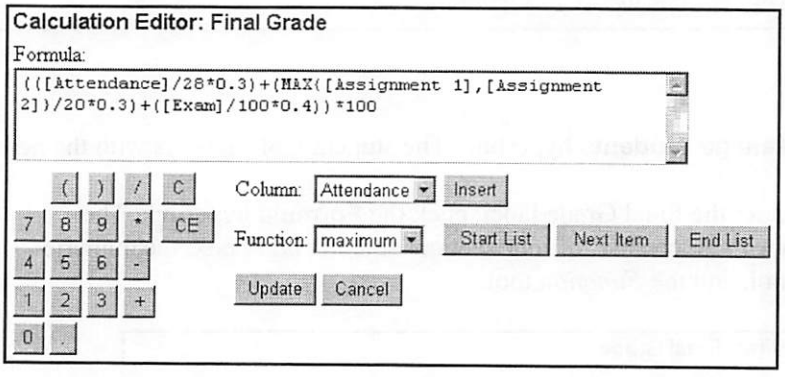
You must use the numeric keypad, *Column* tool, and *Function* tool to perform all actions on the formula. You cannot edit the *Formula* text box by selecting, entering, or deleting text with your computer's mouse and keyboard. Here are some guidelines on using the *Calculation Editor*:

- To enter numbers and arithmetic operators, use the numeric keypad.
- To clear the last value entered in the *Formula* box, click the **CE** button on the numeric keypad.
- To clear all values from the *Formula* box, click the **C** button on the numeric keypad.

Let's enter a formula to calculate the final grade based on your grading scale. For each graded element (Attendance, Assignment, and Exam), the formula must calculate the percentage of total possible points earned. The formula must then calculate the percentage of the final grade that each graded element is worth.

17. Using the numeric keypad, enter: `((`
18. From the *Column* drop-down list, select *Attendance* and then click **Insert**.
19. Using the numeric keypad, enter: `/28*.3)+(`
20. From the *Function* drop-down list, select *maximum* and then click **Start List**.
21. From the *Column* drop-down list, select *Assignment 1* and then click **Insert**.
22. Click **Next Item**.
23. From the *Column* drop-down list, select *Assignment 2* and then click **Insert**.
24. Click **End List**.
25. Using the numeric keypad, enter: `/20*.3)+(`
26. From the *Column* drop-down list, select *Exam* and then click **Insert**.
27. Using the numeric keypad enter: `/100*.4))*100`

Now, review your formula. It should look like this:



28. Click **Update**. The student table appears. Note that the Final Grade column contains zeroes. This will change once you enter grades for each numeric column.

Next, let's enter your students' grades for Attendance, Assignment 1, Assignment 2, and Exam.

29. Under the Attendance label, click the **Edit** hyperlink. The *Edit Column Values* screen appears.
30. At the top of the Attendance column, in the *Out of* text box, type: `28`. This number represents the total possible points for this column.
31. Enter the grades for your students. For your data, use the grades illustrated below. To move from row to row, use the **Tab** key on your keyboard.

First Name	Last Name	User ID	Attendance Out of 28	Assignment 1	Assignment 2	Exam	Final Grade
Bernie	Worrell	bworrell	25	---	---	---	0
Bootsy	Collins	bcollins	18	---	---	---	0
Fred	Wesley	fwesley	27	---	---	---	0
George	Clinton	gclinton	15	---	---	---	0
Maceo	Parker	mparker	26	---	---	---	0

32. Click **Update**. The student table now includes grades for Attendance. Notice that the Final Grade column has calculated a grade based on the new data.
33. Under the Assignment 1 label, click the **Edit** hyperlink. The *Edit Column Values* screen appears.
34. At the top of the Assignment 1 column, in the *Out of* text box, type: 20.

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35. Enter the following grades:

Student's Name	Grade
Bernie Worrell	19
Bootsy Collins	12
Fred Wesley	20
George Clinton	8
Maceo Parker	18

36. Click **Update.**
37. Repeat steps 33 to 36 for Assignment 2.
    In the *Out of* text box, type: 20
    Enter the following grades:

Student's Name	Grade
Bernie Worrell	20
Bootsy Collins	15
Fred Wesley	18
George Clinton	12
Maceo Parker	20

38. Click **Update.**
39. Repeat steps 33 to 36 for the Exam.
    In the *Out of* text box, type: 100
    Enter the following grades:

Student's Name	Grade
Bernie Worrell	91
Bootsy Collins	65
Fred Wesley	93
George Clinton	72
Maceo Parker	88

40. Click **Update.** Notice that the Final Grade column shows the grade based on the formula that you entered earlier. If you decide to change your grading scheme later, you can add columns and/or change the formula

Now, let's release some of the columns so that your students can view their own grades.

41. Under the *Advanced Options* heading, from the drop-down list, select *Modify columns* and then click **Go.** The *Columns* screen appears.
42. In the following columns, in the Released row, change the attribute to *Yes.*
    - First Name
    - Last Name
    - Attendance
    - Assignment 1
    - Assignment 2
    - Exam
    - Final Grade
43. Click **Update.**

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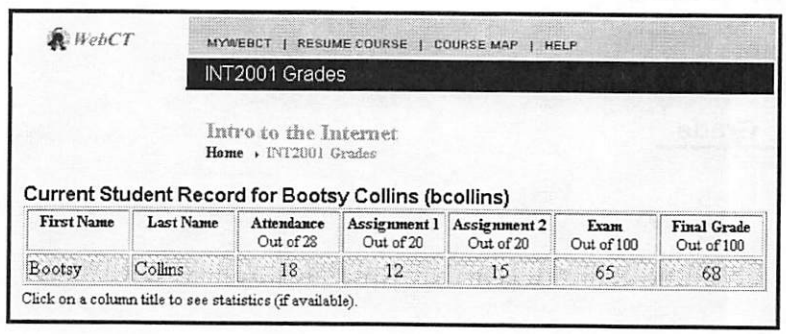
44. Click the **Return to Manage Students** hyperlink.

Finally, to allow students to see their released grades, you need to add the *My Grades* tool. This tool allows students to view their own grades for the course; they cannot see grades for other students. Note that only students can use *My Grades*, even though you'll see an icon for it on your *Homepage.* When you click the icon, a message appears reminding you that the tool is only available for students.

Let's add the *My Grades* tool.

1. From the *Navigation Bar*, click **View Designer Map**. The *Designer Map* appears.
2. Under *Add Page or Tool*, click **My Grades.** The *Add My Grades* screen appears.
3. For the title, type `INT2001 Grades`
4. Place a link to this tool on both the *Navigation Bar* and the course *Homepage.*
5. Select *Link shows title,* and *Links shows icon.*
6. Select *Default icon.*
7. Click **Add**. The *My Grades Added* screen appears.
8. Click the **Return to Homepage** hyperlink.

Remember that even though you see an icon called INT2001, instructors cannot use this tool. Here's what *My Grades* looks like to a student:



You've finished the Online Gradebook Scenario. You may want to try another Scenario, or expand on what you've done in this one by trying some of the activities described in the Related Activities section below. If you need some assistance, use the online help in WebCT. To access help, from the *Menu Bar*, click **Help**.

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RELATED ACTIVITIES

Function	Activity
Manage Students	• search for students in your course who meet certain criteria • copy student records to the clipboard • download the student list to your computer • view column statistics • rename columns • change the alignment of data in columns • set the number of decimal places for numeric data
Track Students	• see when a student last accessed your course • see how many pages a student accessed in your course • see the last page visited by a student in your course
Manage Teaching Assistants	• add TAs to your course • control the activities TAs may perform in your course

APPENDIX: TOOLS INCLUDED

Tool	Course Design Scenario
Calendar	Basic Content Resources
Content Assistant	Content Resouces
Content Module	Content Resources
Discussions	Communication Rich
Glossary (part of Content Module)	Content Resources
Goals (part of Content Module)	Content Resources
Mail	Communication Rich
Manage Course Utility	Online Gradebook
Quiz	Evaluation
Self Test	Evaluation
Syllabus	Basic Communication Rich Content Resources

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